



# CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: [emc@cmi.edu](mailto:emc@cmi.edu)

**Enrollment Management Committee**  
**11:10 a.m. Thursday, April 20, 2023**  
**BoR Conference Room**

**MINUTES**

**PRESENT:**

Dr. Elizabeth Switaj

Chairperson/Vice President, Academic and Student Affairs

Jomi Capelle

Vice Chairperson/Director of Admission

Jemimah Razalan

Associate Dean of Learning Support

Meyar Laukon

Assoc. Dean of Student Equity & Engagement

Cheryl Vila

Director, IRA

Pradeep Prakash \*

Director, FABS

Monica Gordon

Registrar

Dr. Rebecca Raab\*

Faculty Senate Representative

Lakije Edmond \*

Staff Senate Representative I

Lisa Jeran

Staff Senate Representative II

Paulini Maitokana

SGA Representative

Alvin Page

*for* Faculty Senate Representative

**Attendees via ZOOM**

Rigieta Lord

Dean, WAVES

**On Leave**

Vasemaca Savu\*

Dean of Academic Affairs

Desmond Doulatram \*

Faculty Senate, LA Chairperson

**Vacancies**

Vacant

Dean of Student

Vacant

Director, Financial Aid

**\* Not Present**

---

The *second* EMC meeting for April 2023, was called to order by the Chairperson at 11:20 a.m.

The mission statement was recited by all the EMC members.

**I. Review of the Meeting Minutes**



# CMI

Environment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: [emc@cmi.edu](mailto:emc@cmi.edu)

A. **March 2, 2023**

1. After being reviewed, the Admissions Director made a motion to approve the meeting minutes of **March 2, 2023** . The motion was seconded by the Registrar, and it was successfully passed by the majority, with no abstentions.

a) **DECISION**

- (1) **With no corrections, the minutes for the meeting held on March 2, 2023 , were approved, as presented.**

**II. Report Back from the EC/BOR**

- A. The VPASA updated the EMC members regarding the approved Title IX Policy and its forms and stressed the importance of the policies to be translated in Marshallese.

**III. Secretariat Report**

- A. The Secretariat Officer reported that EMC did not have any pending meeting minutes.

**IV. SGA Report**

- A. The SGA Representative shared with the EMC of the upcoming Graduation Brunch, scheduled for April 30, 2023.

**V. EMW Monitoring Outcome**

- A. 4.6: Increase use of data for decision-making purposes.
  1. The EMC discussed how the EMW Monitoring Outcome was being practiced at CMI.
  2. Some of the discussions included:
    - a) The need for designated laptops for the following:
      - (1) Fitness & Student Lounge
      - (2) Student Services
        - (a) The VPASA was to forward EMC's recommendations to the SLT.
    - b) Tracking system at the Library
      - (1) The EMC discussed the importance of barcodes.
  3. The EMC also discussed ways to improve the use of data in the decision making processes at CMI.
    - a) The use of data in department meetings was also thoroughly discussed by the EMC.

**VI. Accreditation**

- A. Standard 2.5: The institution holds itself accountable for students' success by scheduling courses in a manner that ensures degree and certificate programs can be completed in the expected period of time.
  1. Review Criterion:



# CMI

Environment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: [emc@cmi.edu](mailto:emc@cmi.edu)

- a) The institution schedules classes in alignment with student needs and programs pathways to ensure students have the opportunity to complete programs (including baccalaureate programs, if offered) within a reasonable period of time.
- b) **Team Recommendation:** in order to increase effectiveness, the team recommends the College update its recordkeeping system to consistently maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C. 8)
  - (1) The following were discussed in terms of the Standard 2.5 and its review criterion:
    - (a) Nursing studies and importance of courses to be shared with the students beforehand to help students plan their pathways accordingly.
    - (b) Programsheet in SONIS
      - (i) The challenges in advising students in terms of the “waitlist” in the system, was also discussed.
        - (a) The VPASA was to raise the issues with SONIS in the upcoming SLT meetings.
    - (c) Digitization of Records
      - (i) This was ongoing at the Student Services, however, the need for industrial scanners was forth by the Director of Admissions.

## VII. Matters Arising from the Previous Meeting

### A. [CMI Policy No. 312 General Student Complaints](#)

1. It was agreed by the majority that the [CMI Policy No. 312 General Student Complaints](#), would be tabled in the next meeting, to allow the respective senates more time to review the policy, especially the SGA.

## VIII. Reports from the Subcommittees and Working Group

### A. Admissions Board

### B. Calendar and Catalogs

1. [3 Year Calendar Summer 2023 - Summer 2026](#) - corrected

### C. Placement

### D. CIAO - Career, Internship, Apprenticeship, and Opportunities

1. [CMI Internship Program Manual](#)

#### a) Discussion from previous minutes:

- (1) Selection process for students to be eligible for the program
- (2) Student compensation
- (3) Student Insurance Plan for the students on site



**CMI**

Environment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: [emc@cmi.edu](mailto:emc@cmi.edu)

- b) The Dean of WAVES was to address the recommendations from the previous meeting.
- c) After having reviewed, the Dean of WAVES moved to approve the [CMI Internship Program Manual](#). The motion was seconded by the Associate Dean of Student Equity & Engagement, and successfully passed by the majority, with no abstention.

**(1) DECISION**

**(a) With the modifications, the [CMI Internship Program Manual](#), was approved, as projected.**

**E. Residence Life Admission**

- 1. The Associate Dean of Student Equity & Engagement informed the EMC of the students scheduled moving out date, which had been scheduled for May 28, 2023.

**IX. New Matters Arising**

**X. Adjournment**


The *second* EMC meeting for April was adjourned at 12:04 p.m.

Submitted By:


Concurred By:

Approval Date:

DocuSigned by:

  
 D04F36FDE82B468...  
 Meria N. Bollong  
 Secretariat Officer, EC

DocuSigned by:

  
 89BEB3BDDC23455...  
 Dr. Elizabeth Switaj, VPASA  
 Chairperson, EMC

May 4, 2023