



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

**Enrollment Management Committee
11:10 a.m. Thursday, June 15, 2023
BoR Conference Room**

MINUTES

PRESENT:

Dr. Elizabeth Switaj

Chairperson/Vice President, Academic and Student Affairs

Jomi Capelle *

Vice Chairperson/Director of Admission

Vasemaca Savu

Dean of Academic Affairs

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

Desmond Narain Doulatram *

Faculty Senate, LA Chairperson

Lakije Edmond *

Staff Senate Representative I

Lisa Jeran *

Staff Senate Representative II

Tristan Horiuchi

SGA Representative I

Logan Lelet

SGA Representative II

Attendees via ZOOM

Rigieta Lord

Dean, WAVES

On Leave

Vacancies

Vacant

Dean of Student Success

Vacant

Director, Financial Aid Office

Vacant

Faculty Senate Representative

*** Not Present**

The *second* EMC meeting for June 2023, was called to order by the Chairperson at 11:10 a.m.

The mission statement was recited by the Dean of WAVES after the EMC Chairperson and the members introduced themselves to the new SGA Representative.



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I. Review of the Meeting Minutes

A. May 4, 2023 (Draft)

1. After being reviewed, the Dean of WAVES made a motion to approve the meeting minutes of [May 4, 2023 \(Draft\)](#). The motion was seconded by the Associate Dean of Student Equity & Engagement, and it was successfully passed by the majority, with no abstention.

a) DECISION

- (1) With no corrections, the minutes for the meeting held on [May 4, 2023 \(Draft\)](#) , were approved, as presented.**

II. Report Back from the EC/BOR

- A. As per the VPASA, the draft *Sexual Assault Protocol*, had been forwarded for CMI's LC's review and was to be re-submitted for the EC's final review and consideration in the next EC meeting scheduled for July 5, 2023.

III. Secretariat Report

- A. The Secretariat Officer reported that EMC had one pending meeting minute from May 18, 2023.

1. The Secretariat Officer was in coordination with the IT department in retrieving the meeting recording for the May 18, 2023 meeting.

IV. SGA Report

- A. There was no update from the SGA.

V. EMW Monitoring Outcome

A. Outcome 5.2:

1. Improve and expand Adult and Basic Education programs to better meet the needs of all Marshall Islands students.

- a) The Dean of WAVES shared with the EMC members the expansion of the ABE.

2. [Survey of outcome areas](#)

- a) The VPASA shared the [Survey of outcome areas](#) with the EMC members.

- (1) Of the comments made from the survey, the following comment was discussed thoroughly by the EMC members:

- (a) "I think there is a disconnect between student and teacher conversation. Relationship building is important.

- (i) Some of the issues discussed by the EMC were:

- (a) Language barrier

- (b) The challenge in organizing SGA meetings.



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- (c) The importance of implementing peer mentoring.

VI. Accreditation

A. Follow up from May 4, 2023 Meeting: [Scheduling Survey \(Draft\)](#)

1. As a result of the May 4, 2023, EMC meeting, the VPASA shared the draft of the [Scheduling Survey \(Draft\)](#), with the EMC members.

a) EMC Recommendation:

(1) It was recommended by the Associate Dean of Student Equity & Engagement the inclusion of the following question:

(a) "Do you know your academic advisor?"

b) With the recommendation, the [Scheduling Survey \(Draft\)](#), was to be shared and finalized in the next EMC meeting scheduled for July 6, 2023.

2. **Standard 2.8:** The institution fosters a sense of belonging and community with its students by providing multiple opportunities for engagement with the institution programs and peers. Such opportunities reflect the varied needs of the student population and effectively support students' unique educational journeys.

3. Review Criterion

a) The institution creates formal and informal opportunities for students to engage with the institution, programs, and peers (e.g., cultural, academic, clubs, political, ethnicity-based engagement, networking, athletics, internships, career trainings).

(1)

VII. Matters Arising from the Previous Meeting

A. [Student Complaint Form](#)

1. The [Student Complaint Form](#) was to be finalized and discussed in the next EMC meeting.

B. Moving to a credit hour based on 45 hours of student effort

1. [Draft policy](#)

2. [Example of 2024-2025 calendar if this change is made](#)

a) The agenda items VII.B.1 and VII.B.2, were deferred for the next EMC meeting on July 6, 2023.

VIII. Reports from the Subcommittees and Working Group

A. Admissions Board

B. Calendar and Catalogs

C. Placement

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

1. [Apprenticeship Standards](#)



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- a) The [Apprenticeship Standards](#) was to be discussed by the EMC in the next meeting on July 6, 2023, as members were given their “first read” of the document.

E. Residence Life Admission

- 1. The development of a “Refund Form” for the Residence Hall students to fill out. (Refer to EMC Minutes of May 4, 2023)

- F. Taskforce to develop a pre-semester Moodle activity to increase student familiarity with key policies, services, etc. (Refer to EMC Minutes of May 4, 2023)

IX. New Matters Arising

A. Faith and Conscience Accommodations Policy

- 1. The EMC members were given their “first read” of the document. The [Faith and Conscience Accommodations Policy](#), was to be tabled in the next EMC meeting on July 6, 2023.

X. Adjournment

The *second* EMC meeting for June was adjourned at 12:05 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

7/6/2023