



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, July 6, 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

Ruthy Maun

for Director, FABS

Monica Gordon *

Registrar

Desmond Narain Doulatram

Faculty Senate, LA Chairperson

Lakije Edmond *

Staff Senate Representative I

Lisa Jeran *

Staff Senate Representative II

BJ Kabua

for SGA Representative I

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

The mission statement was recited by the Dean of Academic Affairs.



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

I. Review of the Meeting Minutes

A. June 15, 2023

1. After being reviewed, the Dean of Academic Affairs made a motion to approve the meeting minutes of [June 15, 2023](#). The motion was seconded by the LA Department Chairperson, and it was successfully passed by the majority, with one abstention.

a) DECISION

- (1) With no corrections, the minutes for the meeting held on [June 15, 2023](#) , were approved, as presented.**

II. Report Back from the EC/BOR

- A. As per the VPASA, the draft *Sexual Assault Protocol*, had been reviewed and approved by the Executive Council on July 5, 2023.

III. Secretariat Report

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

1. The Secretariat Officer reported to the EMC that after close coordination with the IT department, the minutes from May 18, 2023, were not retrievable.

- a) In regards to the meeting held on May 18, 2023, the Dean of Academic Affairs was to share her meeting notes with the Secretariat Officer.

- (1) The Secretariat Officer was not present for the May 18, 2023 meeting.**

IV. SGA Report

- A. There was no update from the SGA.

V. EMW Monitoring Outcome

- A. **Outcome 5.4:** Incorporate industry-recognized credentials into CTE programs.

1. In reference to the EMW Monitoring Outcome, the IRA Director commended the progress and improvements that had been made by the WAVES department.

- a) The EMC discussed the need for the progressions to be reflected on the CMI website.

- b) The Dean of WAVES shared the existing CTE programs with the EMC members.

B. Survey of outcome areas

1. The VPASA, once again, shared the [Survey of outcome areas](#) with the EMC members and requested that representatives of



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

VI. Accreditation

A. Follow up on [Scheduling Survey \(Draft\)](#)

1. As a result of the EMC meeting held on May 4, 2023, the Chairperson/ALO shared the draft of the [Scheduling Survey \(Draft\)](#), with the EMC members.
 - a) In addition, as a result of the EMC meeting held on June 15, 2023, the Chairperson/ALO shared the EMC recommendations that had been included in the [Scheduling Survey \(Draft\)](#).
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 establishes co-curricular and/or student engagement activities based on the needs of the students and community it serves, including the needs of student populations that have been historically under-resourced.
 - (1) In the interest of time, the standard and the review criterion were deferred.

VII. Matters Arising from the Previous Meeting

A. [Student Complaint Form](#)

1. The [Student Complaint Form](#) was to be translated into Marshallese once it's finalized.
2. The locations for the [Student Complaint Form](#) was discussed by the EMC members.
 - a) As per the EMC members, the form was to be available at the Student Services department and would also be available on the CMI website.
3. **Recommendation: The EMC thoroughly discussed the need for the development of a "form numbering system."**
 - a) **The VPASA was to bring this recommendation to the SLT in the upcoming meetings.**
4. After being thoroughly reviewed, the IRA Director moved to approve the [Student Complaint Form](#). The motion was seconded by the Dean of Academic Affairs and approved by the majority, with no abstention.
 - a) DECISION
 - (1) With the recommendation made by the Enrollment Management Committee, the [Student Complaint Form](#), was approved, as projected.



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

- B. Moving to a credit hour based on 45 hours of student effort
 - 1. [Draft policy](#)
 - a) It was agreed by the majority of the EMC members that the policy was to be reviewed once the Faculty Senate had reviewed and provided their feedback.
 - 2. [Example of 2024-2025 calendar if this change is made](#)
- C. [Apprenticeship Standards](#)
- D. [Faith and Conscience Accommodations Policy](#)
 - 1. It was agreed by the majority of the EMC members, that the agenda items, **VII.C** and **VII.D**, were to be voted on electronically.

VIII. Reports from the Subcommittees and Working Group

- A. Admissions Board
- B. Calendar and Catalogs
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
- 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. [Accommodations for Students with Disabilities](#)
 - 1. Policy
 - 2. Request for Accommodations Form
 - 3. Approved Accommodations Form

X. Adjournment

The *first* EMC meeting for July was adjourned at 12:11 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

July 20, 2023