



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: emc@cmi.edu

Enrollment Management Committee
11:10 a.m. Thursday, September 15, 2022
BoR Conference Room

MINUTES

PRESENT:

Dr. Angela Franklin
Jomi Capelle (**On Leave**)

Chairperson/Dean of Student
Vice Chairperson/Director of Admission

Dr. Elizabeth Switaj
Vasemaca Savu
Cheryl Vila (**Not Present**)
Meyar Laukon
Monica Gordon (**Not Present**)
Amelia Timon (**On Leave**)
Oyinade Ogunmokun
Dr. Rebecca Raab
John Villafania
Elmi Keju (**Not Present**)
Logan Lelet

Vice President, Academic and Student Affairs
Dean of Academic Affairs
Director, IRA
Assoc. Dean of Student Equity & Engagement
Registrar
Director, FABS
Faculty Senate, LA Chairperson
Faculty Senate Representative
Staff Senate Representative I
Staff Senate Representative II
SGA Representative/SGA VP

ATTENDEES via ZOOM

Rigieta Lord
Jemimah Razalan
Sali Andrike

Dean, WAVES
Associate Dean of Learning Support
Director, Financial Aid

The *second* EMC meeting for September 2022 was called to order by the Chairperson at 11:15 a.m.

The mission statement was recited by the Associate Dean of Student Equity & Engagement.

I. Approval of the Previous Meeting Minutes

A. September 1, 2022

- i. The review of the previous minutes were deferred as a request from the Secretariat Officer.



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II. Report from the EC/Board of Regents

- A. The VPASA informed that there were no updates from the Executive Council and the Board of Regents.

III. Secretariat Officer's Report

- A. As per the Secretariat Officer, all of the EMC minutes were updated and available on the CMI website.

IV. SGA Representative's Report

- A. As per the SGA Representative, there were no issues from the SGA.

V. EMW Monitoring: Outcome 3.3: Graduates are employed at higher rates.

- A. The Chairperson shared with the committee members of currently coordinating with the IRA department regarding data in relation to the Outcome 3.3.

VI. Accreditation

A. **Standard II.C.8:**

- i. The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.
 - a) The EMC discussed thoroughly how this was currently practiced at CMI.

B. **Policies, Procedures, and Procedures Relevant to the Recommendations**

C. New Draft Standards relevant to EMC

- i. The ALO/VPASA shared with the committee members the *New Draft Standards* that were relevant to the EMC:
 - a) 2.5 The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster success in students' unique personal and educational journeys. The institution uses multiple communication methods to provide information to students when and where they need it.
 - b) 2.8 The institution designs and delivers effective and equitable services and programs that support students in their educational journey, address academic and non-academic needs, and maximize their potential for success.
 - c) 2.9 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 co-



curricular and/or student engagement activities reflect the varied needs of the student population and effectively support students' educational journey.

VII. Matters Arising from the Previous Meeting

A. Graduation Forms

i. Application for Graduation

- a) The Registrar was to finalize the application and re-submit for the EMC's review and consideration.

ii. Degree/Certificate Clearance Form

- a) The previous recommendations still needed to be added on the *Degree/Certificate Clearance Form*.

(1) It was recommended that there should only be two required signatures:

- (a) Business Office
- (b) Registrar

i. Transcript Request Form

1. The Registrar was to update the form and re-submit for the EMC's review and consideration.

B. Sexual Assault Protocol (Draft)

- i. The EMC discussed the need to remove the following clause:

- a) "Consent cannot be given by someone who is intoxicated, incapacitated, or underage."
- b) The committee recommended that the definition of "consent" be included in the document.

(1) The Associate Dean of Student Equity and Engagement was to assist the Counseling Director in finalizing the document and resubmit for the EMC's review and consideration.

C. CMI Substance Abuse Prevention Protocol (Draft)

- i. The Chairperson recommended the members have their "first read" of the document and was to be brought back for discussion in the next EMC meeting on October 6, 2022.

VIII. Jenzabar - SONIS

- A. The Staff Senate Representative I/Web and Database Administrator informed the EMC members of the current challenges the students are encountering with the new system.
- B. The EMC members also discussed the challenges encountered by the faculty.

IX. Reports from the Subcommittees and Working Group

- A. Admissions Board
- B. Calendar and Catalogs



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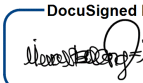
- i. [Catalog 2022-2023 \(Draft\)](#)
 - C. Placement
 - D. CIAO (Career, Internship, Apprenticeship, and Opportunities)
 - i. [CMI Internship Program Manual](#)
 - E. Residence Life Admission
 - F. Work Study Working Group
- X. New Matters Arising**
 - A. Best practices to take from the Fall 2022 NSO
 - B. Number of unvaccinated students due to religious or family refusal
 - C. [Title IX Policy](#)
 - D. [Respondents Rights and Information \(Final Draft\)](#)
 - E. [Filing Options](#)
 - F. [Complainants Rights and Information](#)
 - G. [Reporting Procedure](#)
 - H. [Filing Complaint Form](#)
- XI. Monthly Calendar of Work (In Process)**

In the interest of time, agenda items from IX-XI, were deferred to October 6, 2022.


Adjournment

The *second* EMC meeting for September was adjourned at 12:10 p.m.

Submitted By:

DocuSigned by:

D04F36FDE02B468...
Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

October 5, 2022