



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

Accredited by the Western Association of Schools and Colleges

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Enrollment Management Committee
11:10 a.m. Thursday, October 6, 2022
BoR Conference Room

MINUTES

PRESENT:

Dr. Angela Franklin

Chairperson/Dean of Student

Dr. Elizabeth Switaj

Vice President, Academic and Student Affairs

Rigieta Lord (**Off-Island**)

Dean, WAVES

Jemimah Razalan

Associate Dean of Learning Support

Cheryl Vila

Director, IRA

Daryl Mottelang

for Director, Financial Aid

Mika Reiher

for Registrar

Amelia Timon (**On Leave**)

Director, FABS

Oyinade Ogunmokun

Faculty Senate, LA Chairperson

Dr. Rebecca Raab

Faculty Senate Representative

Elmi Keju (**Not Present**)

Staff Senate Representative II

Logan Lelet

SGA Representative/SGA VP

ATTENDEES via ZOOM

Jomi Capelle

Vice Chairperson/Director of Admission

Vasemaca Savu

Dean of Academic Affairs

Meyar Laukon

Assoc. Dean of Student Equity & Engagement

John Villafania

Staff Senate Representative I

The *first* 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 (Draft)

- i. After the committee reviewed the meeting minutes, the Faculty Senate Representative made a motion to approve. The motion was seconded by the Director of IRA, as the motion was passed by the majority with no abstentions.

a) DECISION



(1) With no modifications, the minutes for the meeting held on [September 1, 2022](#), were approved, as read.

B. [September 15, 2022 \(Draft\)](#)

- i. The Faculty Senate made a motion to approve the meeting minutes, seconded by the Liberal Arts Department Chairperson. The motion was passed with no abstentions.

a) **DECISION**

(1) With no corrections, the meeting minutes for [September 15, 2022](#), were approved, as presented.

II. **Report from the EC/Board of Regents**

- A. The VPASA informed the members of the committee that the **Graduation Policy No. 367**, had been approved by the Executive Council on September 7, 2022.

III. **Secretariat Officer's Report**

- A. As per the Secretariat Officer, all the meeting minutes were updated and could be viewed on the CMI website.

IV. **SGA Representative's Report**

- A. As per the SGA representative, the SGA were in the process of planning the CMI Club Rush, to be held on October 26, 2022.
- B. The SGA representative also shared the SGA progress regarding the upcoming *Trunk or Treat* activities on October 31, 2022.

V. **EMW Monitoring: Outcome 4.1: Improve and enhance data collection for learning and teaching, student support, and learning support programs.**

- A. During their discussion of the EMW Monitoring Outcome, the committee recognized and commended the work of the IRA Department.
 - i. The IRA Department Director also shared with the committee members that the Data Governance Subcommittee, under the Institutional Effectiveness Committee, was in the process of addressing the outcome.

VI. **Accreditation**

A. **Standard II.C.2:**

- i. The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.
 - a) The EMC discussed thoroughly the improvement plans regarding the “student support programs and services” at CMI.

(1) The following were also discussed:

- (a) Better ways to communicate with the students.
- (b) Better ways for advisors to be involved.
- (c) Better communication between advisors and counselors regarding students.

**B. Policies, Procedures, and Procedures Relevant to the Recommendations****C. [New Draft Standards relevant to EMC](#)**

- i. The EMC briefly discussed the new drafted standard:
 - a) 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. [Degree Clearance Form](#)
 - a) After the EMC had their final review, the SGA representative made a motion to approve the submitted document, followed by the Faculty Senate representative seconding the motion. The motion was carried successfully by the majority, with no abstentions.

(1) DECISION

- (a) With the modifications, the [Degree Clearance Form](#), was approved, as projected.

- (i) It was agreed by the EMC that the form was to be submitted to be modified by the Media Department.

B. [Application for Graduation](#)

- i. The EMC discussed mini gatherings for students who complete before graduations, scheduled for the spring semesters.
 - a) After being thoroughly reviewed, the Faculty Senate representative made a motion to approve the [Application for Graduation](#). The motion was seconded by the Dean of Academic Affairs and was passed unanimously by the majority, with no abstentions.

(1) DECISION

- (a) With no corrections, the [Application for Graduation](#), was approved, as presented.

C. [Transcript Request Form](#)



- i. The EMC thoroughly reviewed and clarified the transcript request process as they discussed possible future requests to be processed online.
- ii. After the committee had their final review of the submitted document, the Dean of Academic Affairs made a motion to approve it. The motion was seconded by the Liberal Arts Department Chairperson, as the motion was passed successfully by the majority with no abstentions.
 - a) DECISION
 - (1) With the recommendations, the [Transcript Request Form](#), was approved.
 - (a) The EMC recommended that the form should be submitted for modification to the Media Department.

D. [Sexual Assault Protocol \(Draft\)](#)

E. [CMI Substance Abuse Prevention Protocol \(Draft\)](#)

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
- 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](#)



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H. Filing Complaint Form

XI. Monthly Calendar of Work (In Process)


In the interest of time, agenda items from VII.D - XI, were deferred to October 20, 2022.

Adjournment

The *first* EMC meeting for September was adjourned at 12:15 p.m.

Submitted By:


DocuSigned by:


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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 20, 2022