



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 1, 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  
Meyar Laukon  
Monica Gordon  
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  
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  
Cheryl Vila  
Sali Andrike

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

The *first* EMC meeting for September 2022 was called to order by the Chairperson at 11:12 a.m.

The mission statement was recited by the Vice Chairperson.

**I. Approval of the Previous Meeting Minutes**

**A. July 21, 2022 MINUTES**

- i. The MINUTES of July 21, 2022, were reviewed by the EMC members. After corrections were made, the Faculty Senate Representative made a motion to approve the MINUTES, seconded by the Associate Dean of Student Equity and Engagement. The motion was successfully passed by the majority with no abstentions.



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

## DECISION

**With no modifications, the EMC MINUTES of July 21, 2022, were approved.**

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

A. The VPASA shared with the EMC of the following being approved by the Executive Council and the Board of Regents:

- i. Dual Enrollment Policy
- ii. Justice Impacted Students Policy
- iii. Communicable Disease Policy for Students

- a) The VPASA mentioned the importance of taking preventative measures if necessary, regarding students with communicable diseases.
- b) The VPASA clarified to the EMC members what was considered as communicable disease.

B. The FAO Director added per the members' information that the following was also approved by the Executive Council:

- i. CMI Work Study Handbook

### 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. The SGA Representative was verbally welcomed by the Chairperson and the EMC members before reporting on behalf of the SGA.

- i. The SGA Representative shared the online activities that were being planned and have already been carried out by the SGA.
  - a) The SGA had hosted their first talk show during the previous weeks during the covid outbreak.
    - (1) According to the SGA representative, the next talk show was to be held tomorrow, September 2, 2022.

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

A. The EMC members discussed how the outcome was being addressed at CMI, specifically regarding the alumni tracking survey that was usually conducted by the IRA department.

- i. The IRA Director shared that the alumni tracking survey was still being conducted, but with the covid outbreak and the need to confirm with the FAO regarding the availability of the work study students, the alumni tracking survey has been on hold.



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

- a) The IRA Director also shared with the members that the alumni tracking survey was 50% completed.

## VI. Accreditation

### A. **Standard II.C.6:**

- i. The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.
  - a) The EMC members discussed the delay in the submission of the admission requirements, currently, with the occurrence of the covid outbreak.
    - (1) The VPASA brought up for EMC discussion the requirement of the health form and the need to review the information needed.
      - (a) The Staff Senate Representative shared with the committee that the student's and employee's vaccination records could be stored with the new system.
    - (2) In relevance to Standard II.C.6., the Chairperson ensured the committee members that with the existence of covid-19 in the RMI, the policies and procedures were to be reviewed by the Admissions department.

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

## VII. Matters Arising from the Previous Meeting

### A. Graduation Forms

- i. Application for Graduation
  - a) The EMC members reviewed the Application for Graduation form.
- ii. Degree/Certificate Clearance Form
  - a) The EMC reviewed and discussed thoroughly the required signatures on the form.
    - (1) It was recommended that there should only be two required signatures:
      - (a) Business Office
      - (b) Registrar
  - b) The EMC also recommended that the forms should be processed electronically.
    - (1) As per the Associate Dean of Student Engagement and Equity, the recommendation has been discussed with the IT Director and is in process.



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

(a) The Admissions Director will be the main initiator regarding obtaining the required signatures via DocuSign.

(i) The EMC recommended that a deadline should also be included in the form.

(a) The Chairperson/Dean of Student Success and the Associate Dean of Student Equity and Engagement will determine a deadline to be included in the form.

i. Transcript Request Form

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

VIII. CMI Official Enrollment Summer 2022

A. The IRA Director shared the data results, regarding the CMI Official Enrollment Summer 2022, with the EMC members.

- i. There was a decline by 27% in the number of students placed at the English credit level.
- ii. Most of the English credit level students are from the private schools.
- iii. The credit level Math students, however, have more students coming from the RMI public schools.
- iv. The detection of retaining the retention rate was also discussed by the EMC.
  - a) The EMC commended the Student Service recruiting team, however, shared initiatives that were in process in regards to improvement.

IX. Reports from the Subcommittees and Working Group

A. Work Study Working Group

- i. The Work Study Handbook had been approved by the Executive Council on August 3, 2022.

B. Admissions Board

- i. With the absence of the Admissions Director, the agenda item was deferred until her return.

C. Placement

- i. This was also deferred until the Admissions Director returned from her leave of absence.

D. Calendar and Catalog

- i. The Dean of Academic Affairs presented the Calendar and Catalog 2022-2023 to the EMC members.
  - a) The deadline for providing feedback was before 5:00pm, September 1, 2022.



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

- b) Once finalized, the document will be re-shared by the Dean of Academic Affairs, for their review and consideration electronically.

#### E. CIAO

- i. [CMI Internship Program Manual](#)
  1. The Dean of WAVES shared the document with the EMC members to have their “first read” of the document.
    - a. The manual was also to be shared with the respective senate groups.
  2. The document was to be brought back for EMC’s review and consideration on September 15, 2022.
- ii. Student Equity Policy
  1. The Chairperson/Dean of Student Success shared that the development of a Student Equity Policy was in process and will be shared in the upcoming EMC meetings.

#### F. Residence Life Admission

- i. The Associate Dean of Student Equity and Engagement updated the EMC in regards to the students who resided at the MIR and RRE Hotel.
  - a) All students had moved in, however, there were still some students that were in the waitlist.
  - b) There were some students that still needed to improve their grades and were given until midterm to improve their grades.
  - c) As per the Associate Dean of Student Equity and Engagement, a revision of the organization of the residence life admission was in process.
- i. [Fall 2022 Fall/Registration](#)
  1. The Associate Dean of Student Equity and Engagement shared the data regarding the Fall 2022 Registration.
    - a. The EMC members thoroughly discussed students who didn’t attend the NSO Orientation.
      - i. As per the VPASA, before commencing with registration, students must submit a written letter explaining the reason for their absence.

#### X. New Matters Arising

##### A. CMI Back Area

- i. The EMC discussed the ongoing issues with students loitering at the backside area at CMI.

##### B. Innovative Ways to Fund Laptops or Tablets for CMI Students

- i. This was an issue discussed by the EMC, and was to be discussed further in the upcoming meetings.

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





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

D. CMI Substance Abuse Prevention Protocol (Draft)


- XI. Jenzabar - SONIS
- XII. Looking Forward - Recruitment Plan
- XIII. Monthly Calendar of Work

In the interest of time, agenda items X.C - XIII, were deferred to September 15, 2022.

**Adjournment**


The *first* EMC meeting for September was adjourned at 12:20 p.m.

Submitted By:

DocuSigned by:  
  
D04E36EDE82B468

Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:  
  
080CEF8F8C454DD...

Angela Franklin, Dean of Student Success  
Chairperson, EMC

Approval Date:

October 5, 2022