



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, October 20, 2022
BoR Conference Room**

MINUTES

PRESENT:

Dr. Angela Franklin
Jomi Capelle

Chairperson/Dean of Student
Vice Chairperson/Director of Admission

Dr. Elizabeth Switaj
Vasemaca Savu
Rigieta Lord (**Not Present**)
Jemimah Razalan
Meyar Laukon
Cheryl Vila
Mika Reiher
Amelia Timon (**On Leave**)
Sa'a Lijiana Hanisserai'Erani Finiasi
Dr. Rebecca Raab
John Villafania (**Not Present**)
Elmi Keju (**Not Present**)
Logan Lelet

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

ATTENDEES via ZOOM

Sali Andrike

Director, Financial Aid

The *second* EMC meeting for October 2022 was called to order by the Chairperson at 11:10 a.m.

The mission statement was recited by the Chairperson/Dean of Student Success.

I. Approval of the Previous Meeting Minutes

A. October 6, 2022 (Draft)

- i. After the committee reviewed the meeting minutes, the Admissions Director made a motion to approve. The motion was seconded by the Registrar, as the motion was passed by the majority with no abstentions.

a) DECISION

(1) With no modifications, the minutes for the meeting held on October 6, 2022 (Draft), were approved, as read.



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- II. Report from the EC/Board of Regents**
- A. The VPASA informed the members of the committee that the **Graduation Forms**, have moved forward for the Executive Council's review and consideration.
- III. Secretariat Officer's Report**
- A. As per the Secretariat Officer, the EMC RSA 2022-2023 and Annual Assessment Report 2021-2022, still needed to be reviewed by the EMC.
- IV. SGA Representative's Report**
- A. The SGA Representative reported on the Tiny Parenthood Workshop.
- V. EMW Monitoring: Outcome 4.1: Improve and enhance data collection for learning and teaching, student support, and learning support programs.**
- A. The EMC discussed the need for more assessment data and data organization.
- VI. Accreditation**
- A. Standard II.C.3:**
- i. The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.
- a) The EMC discussed the CMI bus services available for students and ways to improve regarding the services currently available.
- B. Policies, Procedures, and Procedures Relevant to the Recommendations**
- VII. Matters Arising from the Previous Meeting**
- A. Sexual Assault Protocol (Draft)**
- i. The EMC discussed the need to include the DE Center's contact numbers in the document.
- ii. The EMC recommended that individuals' names be deleted from the document.
- iii. After being carefully reviewed, the Dean of Academic Affairs made a motion to approve, seconded by the Admissions Director. The motion was passed unanimously by the majority with no abstentions.
- a) **DECISION**
- (1) With the modifications, the Sexual Assault Protocol (Draft), was approved, as projected.**
- B. CMI Substance Abuse Prevention Protocol (Draft)**
- i. The EMC thoroughly reviewed and discussed the current substance abuse occurrences at the CMI campus.



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- ii. It was recommended by the EMC to involve the student's clubs to assist in addressing the current substance abuse situations at CMI.
- iii. It was also recommended that the ABE students be included in the document.
- iv. After being carefully reviewed, the Admissions Director made a motion to approve, seconded by the Faculty Senate Representative. The motion was passed unanimously by the majority with no abstentions.
 - a) **DECISION**

(1) With the recommendations, the CMI Substance Abuse Prevention Protocol (Draft), was approved.

VIII. Reports from the Subcommittees and Working Group

A. Admissions Board

i. Student Records Retention, Digitizing, and Archiving Process

1. The document was shared by the Admissions Director and members were allowed their "first read."
 - a. The document will be brought back for the committee's final review and consideration in the next EMC meeting on November 3, 2022.

B. Calendar and Catalogs

C. Placement

D. CIAO (Career, Internship, Apprenticeship, and Opportunities)

E. Residence Life Admission

F. Work Study Working Group

IX. New Matters Arising

A. Admission Policy and Procedures Adult Basic Education

B. DRAFT of 2022-2023 Student Financial Aid Policy & Procedures Manual

X. Jenzabar - SONIS

XI. Monthly Calendar of Work (In Process)

In the interest of time, the agenda items from **IX.A. - IX.B.**, were deferred to November 3, 2022.

Adjournment




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The *second* EMC meeting for October was adjourned at 12:00 p.m.

Submitted By:

DocuSigned by:

D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Angela Franklin, Dean of Student Success
Chairperson, EMC

Approval Date:

November 3, 2022