



**Learning Support Committee**  
**11:10 a.m., June 10, 2021**  
**Board Conference Room**

MINUTES

Present:

Verenaisi Bavadra

Chairperson/Library Director

Dr. Elizabeth Switaj

Vice President of Academic and Student Affairs

Rigieta Lord

Dean of WAVES

Jemimah Razalan (**Excused**)

Associate Dean of Learning Support

Meyar Mamis (**Excused**)

Associate Dean of Student Equity and Engagement

Boni Sanchez

IT Director

Demiana Kumoru

Counseling Director

Mary Silk

Nuclear Institute Director

Manny Mottelang

Learning Designer

Mylast Bilimon (**Not Present**)

Liberal Arts Department Representative

Marson Ralpho (**Excused**)

Education Department Representative

Julie Anjolak

Nursing Department Representative

Adedayo Ogunmokun

Gen. Ed. Representative (**Excused**)

Rosalie Bojos (**Excused**)

Dev. Ed. Representative

Waisiki Baleikorocau (**Excused**)

STEM, Chairperson

Tarry Henos

ABE, Chairperson

Waisake Savu

VCARP, Chairperson

The Learning Support Committee's meeting for the month of June 2021, was called to order by the Chairperson/Library Director at approximately 11:20 a.m. The Chairperson welcomed all the Learning Support Committee members and the newly appointed members.

**I. Recite MISSION**

A. Before the meeting began, the Learning Designer recited the CMI Mission to the committee members.

**II. Review Previous Meeting Minutes**

A. After reviewing the minutes, the Counseling Director moved to approve the minutes for May 13, 2021, seconded by the Learning Designer. The motion was approved by the majority with one abstention.



## APPROVAL

**Having no corrections, the meeting Minutes for May 13, 2021, was approved, as presented.**

### III. Announcements

#### A. Academic Support Program

1. For the Summer Semester, the schedule for the Writing Center WH 201) and the Small S.T.A.M.P. (TH 105) was shared with the committee. .
  - a) The schedule is from Monday to Friday from 8:00 a.m. to 6:00 p.m.
  - b) The Writing Center is also open on Saturdays from 12:00 p.m. to 6:00 p.m.
2. The Writing Center
  - a) The committee were also informed that the writing center has four tutors, whom can also help students with their Marshallese assignments.
  - b) The committee members were informed by the Chairperson that the tutor's supervisor/lead tutor is Jenson Rufus.
  - c) The Chairperson reported to the committee that the Writing Center's Paraprofessional is stranded in the U.S., however, is trying to get back to Majuro.
3. S.T.A.M.P. (Science, Technology & Mathematics Playground)
  - a) The committee members were also informed that S.T.A.M.P also has four tutors that can assist students in Science, Technology, and Mathematics in basic, developmental, and credit levels.
  - b) The committee members were informed that the paraprofessional and supervisor for the S.T.A.M.P. tutors is Krystal Helkena.
4. Tutoring Sessions
  - a) Tutoring sessions can be scheduled by the students, or referred by an instructor by emailing to [academicsupport@cmi.edu](mailto:academicsupport@cmi.edu) or by contacting the Associate Dean of Learning Support.
  - b) The Academic Support Program also provides group tutoring.
  - c) The General Education's Representative wanted to clarify if tutors are available to assist in particular sessions in a class or a group.
    - (1) The General Education's Representative was informed by the Chairperson that the best person to contact for clarification, in regards to his question, was the Associate Dean of Learning Support.

#### B. Library

1. Ongoing Library Tutorial Series for Students/Group Sessions
  - a) Research Skills
  - b) Databases



- c) APA & MLA Referencing
- d) Annotated Bibliographies
- e) Evaluating Resources
2. Embedded Librarian Concept
  - a) Every department will have an assigned librarian for each Faculty Department, starting during the Fall Semester 2021.

#### C. Upcoming Announcements

1. The Chairperson reminded the committee members that upcoming announcements for future LSC meetings, can be shared or sent to her or the Secretariat Officer.
2. The Director of IT recommended that announcements can also be posted in Moodle in the Announcements section.
3. The announcements and meeting Minutes can also be shared by each of the representatives with their respective departments.

#### IV. CMI Learning Support Co-Curriculum Action Form for Regular Workshops- Presented by: Counseling Director

##### A. CJ & RK: Co-Curricular Workshop 1

1. As per the Counseling Director, the “AUO #5” in the chart, should be changed to “PLO #5: GBV Intervention.”
2. The Learning Designer asked the venue for the workshops, in which the Counseling Director informed the committee that workshops will be held in the Old Library.
3. The workshops conducted by the Counseling department for the DE Centers, are usually held on Thursdays at 11:00 a.m. - 12:00 a.m., for Ebeye, Jaluit, and Wotje via Zoom.
  - a) The Learning Designer informed the committee that CMI has subscribed to interactive tools that can help in carrying out the workshops.
4. After carefully reviewing the first form, the General Education Representative moved to approve the Co-Curricular Workshop Form 1. The motion was seconded by the IT Director, and was successfully passed by the majority with no abstention.

#### APPROVAL

With the minor modifications, the Co-Curricular Workshop Form 1 was approved, as presented.

- B. RM: Co-Curricular Workshop 1
- C. CJ & RK: Co-Curricular Workshop 2
- D. RM: Co-Curricular Workshop 2
- E. CJ & RK: Co-Curricular Workshop 3



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\*\*\*With the interest of time, it was agreed by the majority members of the Learning Support Committee, that the agenda items in IV. (B), (C), (D), and (E), be reviewed and voted on electronically.  
\*\*\*

**Adjournment**

The Learning Support Committee’s meeting for the month of June 2021 was adjourned at 11:57 a.m.

Submitted By:

DocuSigned by:  
  
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Meria N. Bollong  
Secretariat Officer  
Executive Council

Concurred By:

DocuSigned by:  
  
48B0EBDC8876490...

Verenaisi Bavadra  
Chairperson  
Learning Support Committee

Approval Date:

July 8, 2021

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AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Meria Bollong
Time Zone: (UTC+12:00) Fiji	PO Box 1258
	Majuro, MH-MAJ 96960
	mbollong@cmi.edu
	IP Address: 117.103.90.108

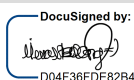
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	7/8/2021 4:09:25 PM
Signing Complete	Security Checked	7/8/2021 4:10:53 PM

Envelope Summary Events	Status	Timestamps
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