



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: emc@cmi.edu

**Enrollment Management Committee
11:10 a.m. Thursday, October 17, 2024
BoR Conference Room**

MINUTES

PRESENT:

Meyar Laukon

Dr. Elizabeth Switaj

Vasemaca Savu

Lilly Michael

Suemina Bohanny

Edward Alfonso

Jeremy Myazoe

Designated Chairperson/Assoc. Dean of

Student Equity and Engagement

Vice President of Academic and Student Affairs

Dean of Academic Affairs

for Acting Director, FABS

Director of Financial Aid Office

Faculty Senate, CC Chairperson

for Staff Senate Representative II

Attendees via ZOOM

Goodwin Silk

Student Government Association (SGA)

Representative/SGA Vice President

Dean, WAVES

for Director, IRA

Associate Dean of Learning Support

Faculty Senate Representative

Registrar

Vacancies

Vacant

Vacant

Vacant

Dean of Student Success

Director of Admission

Staff Senate Representative I

*** Not Present**

**** Tardy**

The *second* EMC meeting for October 2024, was called to order by the designated Chairperson at 11:45 a.m.



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The mission statement was recited by the Chairperson to the members of the Enrollment Management Committee.

I. Review of the Meeting Minutes

A. March 7, 2024 (Draft)

B. [October 3, 2024 \(Draft\)](#)

1. Due to the reason that there were recommendations that needed to be added to the meeting minutes of [October 3, 2024 \(Draft\)](#), it was agreed by the majority members that the meeting minutes be deferred to the next scheduled Enrollment Management Committee meeting, scheduled for November 7, 2024.

II. Report back from the EC/BoR

A. As per the VPASA, there were no reports back from the Executive Council and the Board of Regents that were relevant to the Enrollment Management Committee.

B. The VPASA briefly shared the result of early registration for the upcoming semesters suggested by the Senior Leadership Team during their previous meeting.

III. Secretariat Report

A. [Online Voting Results](#)

1. The Secretariat Officer shared the [Online Voting Results](#) with the members of the committee.

- a) The committee discussed the feedback in the “Comments” section mentioned in the voting sheet.

B. [RSA 2024-2025](#)

1. The Chairperson allowed the members their “first read” of the document and was to be tabled in the next Enrollment Management Committee’s meeting on November 7, 2024.

C. **Annual Assessment Report 2023-2024**

1. Once finalized, the Enrollment Management Committee’s Annual Assessment Report 2023-2024, was to be shared with the members of the committee.

IV. SGA Report

A. The SGA Representative shared with the committee members of the SGA’s involvement in addressing current issues with the student community.

V. EMW Monitoring

A. 4.2: Implement a central database of Students have more opportunities for para-professional internships, apprenticeships, and career training. Students



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will be more informed of para-professional internships, apprenticeships, and career opportunities.

1. The Dean of WAVES shared with the committee that CMI had not had a central database.
 - a. The Dean of WAVES was to work with the IT Director to include the WAVES programs in SONIS.

VI. Accreditation

- A. Standard 2.5. The institution holds itself accountable for students' success by scheduling courses in a manner that ensures degree and certificate programs can be completed in the expected period of time.

1. Review Criterion:

- a) The institution reflects on time-to-completion data in program review and institutional evaluation, and devises plans to improve completion rates.

- (1) The EMC discussed the following:

- (a) The positive outcome of conducting student scheduling surveys every other year.

- B. **Team Recommendation:** In order to increase effectiveness, the team recommends the College update its recordkeeping system to consistently maintain student records permanently, securely, and confidentially, where access, retention, and destruction of records are in place. (Standard II.C.8)

1. The committee discussed the [Policy on Access, Retention, and Destruction of Records CMI Policy No. 3](#).

- a) Although the [Policy on Access, Retention, and Destruction of Records CMI Policy No. 3](#) was approved on October 11, 2024, it was recommended that the following be added to the document:

- (1) Additional column to mention departments that had access to the student's records.

VII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)
- B. [Student Club Handbook and Bylaws](#)
- C. [Residence Halls Handbook Revision](#)
- D. Moodle for Title IX and Student Disciplinary Policies

VIII. Reports from the Subcommittees and Working Groups

- A. Admissions Board
- B. Calendar and Catalog
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
- E. Residence Life Admission



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IX. Other Matters Arising

A. Enrollment Report

B. Graduation

*****The agenda items from VII.A. to IX.B. were deferred.*****

X. Adjournment

The *second* Enrollment Management Committee's meeting for October was adjourned at 12:20p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

DocuSigned by:

A blue DocuSign signature box containing a handwritten signature in black ink.

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Meyar M. Laukon,
Associate Dean of Student Equity and Engagement
Designated Chairperson, EMC

November 7, 2024

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Meyar Laukon

mlaukon@cmi.edu

Dean of Student Success

College of the Marshall Islands

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In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

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Envelope Summary Events

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Envelope Sent

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Certified Delivered

Security Checked

1/26/2026 9:49:02 AM

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