



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 3, 2024
BoR Conference Room**

MINUTES

PRESENT:

Meyar Laukon

Designated Chairperson/Assoc. Dean of
Student Equity and Engagement

Grace Bungitak
Rigieta Lord
Lilly Michael
Suemina Bohanny
Monica Gordon
Mellessia Crawford
Edward Alfonso
Ruthy Maun
Goodwin Silk

for Dean of Academic Affairs
Dean, WAVES
for Acting Director, FABS
Director of Financial Aid Office
Registrar
Faculty Senate Representative
Faculty Senate, CC Chairperson
for Staff Senate Representative II
Student Government Association (SGA)
Representative/SGA Vice President

Attendees via ZOOM

Rigieta Lord
Joseph Lanwe
Jemimah Razalan

Dean, WAVES
for Director, IRA
Associate Dean of Learning Support

Vacancies

Vacant
Vacant
Vacant

Dean of Student Success
Director of Admission
Staff Senate Representative I

*** Not Present**

**** Tardy**

The *first* EMC meeting for October 2024, was called to order by the designated Chairperson at 11:20 a.m.



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The mission statement was recited by the Student Government Association's Representative after the Chairperson briefly welcomed all the members/proxies that were present.

I. Review of the Meeting Minutes

A. March 7, 2024 (Draft)

B. [September 19, 2024 \(Draft\)](#)

1. After being reviewed, the Faculty Senate's Representative made a motion to approve the minutes for [September 19, 2024 \(Draft\)](#). The motion was seconded by the Curriculum Committee's Chairperson and successfully carried by the majority, with two (2) abstentions.

a) DECISION

- (1) **Having no modifications, the minutes of the meeting held on [September 19, 2024 \(Draft\)](#), were approved, as presented.**

II. Report back from the EC/BoR

- A. There were no updates from the Executive Council and the Board of Regents relevant to the Enrollment Management Committee.

III. Secretariat Report

- A. The Secretariat Officer reminded the members of the overdue submission of the committee's RSA for the academic year 2024-2025 and the Annual Assessment Report for the academic year 2023-2024 for the Executive Council's review and consideration.

IV. SGA Report

- A. The Student Government Association's Representative shared the following with the EMC members:
 1. Registration issues regarding the Education students.
 - a) Students were unable to register for their required courses.
 - (1) It was recommended by the EMC members that students be referred to the Registrar or the student's advisors.

V. EMW Monitoring

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

1. The EMC discussed the following:
 - a) The unavailability and the need of a centralized database for CMI.
 - (1) The following working group were tasked in terms of addressing the need to develop a centralized database for CMI:



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- (a) Dean of WAVES
- (b) Associate Dean of Learning Support
- (c) IRA Director
- (d) Faculty Senate Representative
- (e) TRACC's Student Advocate
- b) Career, Internship, Apprenticeship, and Opportunities (CIAO) Manual
- c) TRACC
 - (1) Data had not been shared with the WAVES department.
 - (a) This was to be looked into by the working group overseeing the need for a centralized database for CMI.
- d) The Staff Senate Representative I/Staff Senate President inquire regarding the recently approved [TOEPWE Concept Paper #1.](#)
 - (1) The following were to meet regarding the [TOEPWE Concept Paper #1.](#)
 - (a) Dean of WAVES
 - (b) Associate Dean of WAVES
 - (c) Chairperson for the ABE Department
 - (d) Staff Senate President

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 schedules classes in alignment with student needs and program pathways to ensure students have the opportunity to complete programs (including baccalaureate programs, if offered) within a reasonable period of time.**
 - (1) The EMC discussed the effects with students regarding their PELL grants in terms of the amount of time they're allowed to change their majors.
 - (a) The committee discussed the importance of identifying the root cause of students changing their majors.
 - (i) The EMC thoroughly discussed the importance of establishing advising sessions, preferably during the recruitment process, during NSOs, and when students enroll in the DevEd courses.



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- (a) The Faculty Senate Representative mentioned her interest in joining the Recruitment Team to assist in reaching out to the students regarding their desired future pathways.
- (b) The importance of involving the Counseling Department in the advising process was also discussed by the committee.
- (c) Career Day/Job Fair
 - (i) A one day session for students to inquire and learn about the different career opportunities.
 - (ii) The recommendation for a Career Day/Job Fair for the students was to be discussed further by the CIAO subcommittee and the meeting outcomes were to be shared with the EMC.
 - (iii) Funding proposal was to be submitted by the CIAO subcommittee to the EMC Chairperson and onwards to the VPASA for her review and consideration.

- (2) The importance of identifying and knowing the student's strengths and weaknesses was thoroughly discussed by the members.
- (3) The STEM Department's Chairperson shared the upcoming STEM's Camp which had been scheduled to occur during the fall break for three (3) days.

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)

VII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)



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1. The [Student Handbook and Guide](#) was to be shared and tabled in the upcoming meetings.
- B. Moodle for Title IX and Student Disciplinary Policies
 1. As per the Chairperson, the draft for the following agenda item was to be finalized and shared in the upcoming meetings.

VIII. Reports from the Subcommittees and Working Groups

- A. Admissions Board
- B. Calendar and Catalog
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
 1. The Faculty Senate Representative was to be added to the CIAO subcommittee.
- E. Residence Life Admission
 1. There was no update from the subcommittees and the working groups.

IX. Matters Arising

- A. [Student Club Handbook and Bylaws](#)
 1. In the interest of time, the [Student Club Handbook and Bylaws](#), was deferred.
- B. [Residence Halls Handbook Revision](#)
 1. In the interest of time, the [Residence Halls Handbook Revision](#), was deferred.
- C. [2024-2025 Catalog Version](#)
 1. It was decided by the majority that the [2024-2025 Catalog Version](#), was to be reviewed and considered electronically by the EMC members.
- D. [Policy on Access, Retention, and Destruction of Records](#)
 1. It was decided by the majority that the [Policy on Access, Retention, and Destruction of Records](#), was to be finalized and considered electronically by the EMC members.
 - a) The electronic voting was to be processed and distributed by the Secretariat Officer of the Executive Council.

X. Other Matters Arising

- A. Enrollment Report
 1. As per the Chairperson, the report was to be shared in the next EMC meeting.
- B. Graduation
 1. The Chairperson shared the goal to start the coordinations for the upcoming graduation in 2025, as soon as possible.
- C. Financial Aid Office



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1. During the NSO week each semester, the Financial Aid Office was to be added to the NSO schedule from 8:00 a.m. to 10:00 a.m., to allow students to complete their FAFSA requirements.
 - a) The importance for high school seniors to complete their FAFSA before graduating was discussed by the EMC.

XI. Adjournment

The *first* Enrollment Management Committee's meeting for October was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

DB23F2F5611443D...

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

Approval Date:

November 7, 2024

Certificate Of Completion

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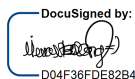
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 Dean of Student Success
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Certified Delivery Events

Status

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Envelope Summary Events

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Timestamps

Envelope Sent
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