



CMI

Enrollment Management Committee

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

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. Monday, July 7, 2025

BoR Conference Room

MINUTES

PRESENT:

Edward Alfonso

Designated Chairperson
Dean of Academic Affairs

Dr. Elizabeth Switaj

Vice President of Academic and Student Affairs
(VPASA)

Joy E. Obet

for Acting Dean of WAVES/
Associate Dean of Workforce Development
and Career Opportunities

Jemimah Razalan
Alexandria J. Lajar

Associate Dean of Learning Support
Associate Dean of Student Equity and
Engagement

Suemina Bohanny Note
Raymond Guiruela
Camilla Betwell*

Director of Financial Aid Office
for Director, IRA
Director, Auxiliary Commercial Services
Student Government Association (SGA)
Representative

-Vacant-

-Vacancy-
Edward Adiniwin

Staff Senate Representative I
Faculty Senate Representative

Attendees via ZOOM

Monica Jetnil-Gordon
Valyn Chong Gum
Janelynn Mandira-Kios

Registrar/Director of Admissions
Interim Director, FABS
Staff Senate Representative II

On Leave

Meyar M. Laukon*
Bonifacio Sanchez*

Chairperson/Dean of Student Success
Director, IT

*** Not Present**

The *first* EMC meeting for July 2025, was called to order by the designated Chairperson at 11:15 a.m.

Before convening with the meeting, the proxy for the Director for the Institutional Research and Assessment department recited the mission statement to the members of the Enrollment Management Committee.



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I. Review of the Previous Meeting Minutes

A. [June 19, 2025 \(Draft\)](#)

1. After being reviewed carefully, the Associate Dean of Student Equity & Engagement made a motion to approve the meeting minutes of [June 19, 2025 \(Draft\)](#). The motion was seconded by the proxy for the Director of the Institutional Research and Assessment (IRA) office and successfully carried by the majority, with no abstentions.

a) DECISION

- (1) **Having no modifications, the minutes for the meeting held on [June 19, 2025 \(Draft\)](#), was approved, as presented.**

II. Action Items

A. [Student Scheduling Survey](#)

1. The Vice President of Academic and Student Affairs shared and explained the [Student Scheduling Survey](#) to the members of the committee.
 - a) The following document was to be shared with the respective senates and departments, per their review and feedback.
 - (1) The [Student Scheduling Survey](#) was to be reviewed in the next committee meeting that was scheduled for July 17, 2025.

III. Matters Arising from the Previous Meeting

A. [Catalog 2025-2026](#)

1. As per the designated Dean of Academic Affairs, the [Catalog 2025-2026](#) had been finalized, approved, and was available on the college's website.

B. [Admission Policy 310](#)

1. The [Admission Policy 310](#) was to be brought back in the next meeting, awaiting the Financial Aid Office's feedback.

C. [Registration Policy 330](#)

1. The committee discussed thoroughly the following:
 - a) Clarified that a form needed to be developed for the Faculty to use in reporting students that were considered "no shows."
 - b) The importance in establishing written procedures in relation to the [Registration Policy 330](#).
 - c) The working group consisting of the following:
 - (1) Dean of Academic Affairs
 - (2) Associate Dean of Student Equity and Engagement
 - (3) Financial Aid Office Director
 - (4) Interim Director for Financial and Business Services
 - (5) Registrar/Director of Admissions



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- (6) Student Government Association (SGA) Representative
- d) The [Registration Policy 330](#) was to be tabled in the next committee meeting that had been scheduled for July 17, 2025.

D. [Graduation Policy 367](#)

- 1. The need for program sheets to be updated and followed were discussed carefully by the committee.
 - a) A working group consisting of the following members were to assist the Registrar/Director of Admissions in finalizing the [Graduation Policy 367](#):
 - (1) Dean of Academic Affairs
 - (2) Dean of Student Success
 - (3) Dean of WAVES
- E. [Student Handbook and Guide](#) (see minutes of 09/21/23)
- F. Moodle for Title IX and Student Disciplinary Policies

IV. Report back from the EC/BoR

A. [Residence Life Handbook](#)

- 1. The [Residence Life Handbook](#) was returned back from the Executive Council to review the “Cost and Fees” table.
 - a) The following were recommended:
 - (1) Remove the “**Cost per Semester (Spring/Fall)** and **Cost per Semester (Summer)**” sections.
 - (2) The Cost and Fees section for the CMI Arrak campus needed to be reviewed.

V. Secretariat Report

- A. As per the Secretariat Officer, all of the committee’s meeting minutes that had not been uploaded onto the website, were in working progress with the IT department.

VI. SGA Report

- A. An appointed committee member from the Student Government Association (SGA) had not been confirmed.

VII. Accreditation

- A. 2.8. The institution fosters a sense of belonging and community with its students by providing multiple opportunities for engagement with the institution, programs and peers. Such opportunities reflect the varied needs of the student population and effectively support students’ unique educational journeys.
 - 1. Review Criteria**
 - a) The institution creates formal and informal opportunities for students to engage with the institution, programs, and peers (e.g.,



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cultural academic, clubs, political, ethnicity-based engagement, networking, athletics, internships, career trainings.)

- (1) The committee discussed how the standard and its criterion were currently practiced at the college.
- (2) Some of the discussions included the various “opportunities for students to engage with the institution” such as:
 - (a) Internships
 - (b) Career Trainings
 - (c) Cultural and Academic Clubs
 - (d) Informal activities hosted by the Student Government Association (SGA)
- (3) The committee discussed thoroughly the need to improve the approval process of expenditures for future activities hosted by the Student Government Association (SGA).

VIII. Reports from the Subcommittees and Working Groups

A. Admissions Board

1. As per the Registrar/Director of Admissions, there was no update from the Admissions Board.

B. Calendar and [Catalog 2025-2026](#)

1. As per the Dean of Academic Affairs, the calendar was in working progress and was to be shared with the committee once it was completed.
2. The Interim Director of Financial and Business Services raised a concern regarding the exclusion of the “withdrawal percentages” in the document in regards to the “**Tuition and Fees**” section.
 - a) The following task was to be reviewed by the Financial Aid Office Director and the Interim Director of Financial and Business Services.

C. Placement

D. CIAO - Career, Internship, Apprenticeship, and Opportunities

E. Residence Life Admission

1. In the interest of time, the agenda items from II.C to VII.E, were deferred.

IX. New Matters Arising

- A. [SP25 Academic Probation & Suspension Report](#)
- B. [Summer Enrollment as of June 19](#)

X. Other Matters Arising

- A. There were no matters arising brought up by the members of the committee.



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*****In the interest of time, the agenda items from VIII.C. to IX.B, were deferred.*****

XI. Adjournment

A. The *first* Enrollment Management Committee's meeting for July 2025, was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

A blue ink signature of Meria N. Bollong is visible within a blue DocuSign signature box.

D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

A blue ink signature of Edward Alfonso is visible within a blue DocuSign signature box.

1C652FE7AC1E4C5...
Edward Alfonso
Dean of Academic Affairs
Designated Chairperson, EMC

Approval Date:

July 21, 2025