



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. Thursday, July 21, 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)

Jemimah Razalan
Suemina Bohanny Note

Associate Dean of Learning Support

Raymond Guiruela

Director of Financial Aid Office

Danielson Tawoj

for Director, IRA

-Vacant-

for Director, Auxiliary Commercial Services

Student Government Association (SGA)

Representative

Edward Adiniwin

Staff Senate Representative I

Janelynn Mandira-Kios

Staff Senate Representative II

Vacant

Faculty Senate Representative

Attendees via ZOOM

John Zedkaia

Acting Dean of WAVES/

Associate Dean of Workforce Development
and Career Opportunities

Monica Jetnil-Gordon

Registrar/Director of Admissions

Valyn Chong Gum

Interim Director, FABS

Alexandria J. Lajar

Associate Dean of Student Equity and
Engagement

On Leave

Meyar M. Laukon*

Chairperson/Dean of Student Success

Bonifacio Sanchez*

Director, IT

*** Not Present**

The *second* EMC meeting for July 2025, was called to order by the designated Chairperson at 11:24 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. [July 7, 2025 \(Draft\)](#)

1. After being reviewed carefully, the Vice President of Academic and Student Affairs made a motion to approve the meeting minutes of [July 7, 2025 \(Draft\)](#). The motion was seconded by the Registrar/Director of Admissions and successfully carried by the majority, with no abstentions.

a) DECISION

- (1) **Having no modifications, the minutes for the meeting held on [July 7, 2025 \(Draft\)](#), was approved, as presented.**

II. Action Items

A. [Student Scheduling Survey](#)

1. After being thoroughly reviewed, the Registrar/Director of Admissions made a motion to approve the [Student Scheduling Survey](#). The motion was seconded by the Associate Dean of Learning Support and passed unanimously, by the majority, with no abstentions.

a) DECISION

- (1) **Having no objections, the [Student Scheduling Survey](#), was approved, as presented.**

III. Matters Arising from the Previous Meeting

A. [Admission Policy 310](#)

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

B. [Registration Policy 330](#)

C. [Graduation Policy 367](#)

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

E. Moodle for Title IX and Student Disciplinary Policies

1. With the absence of the Dean of Student Success, the agenda items from III.B. to III.E., were deferred.

IV. Report back from the EC/BoR

A. [Residence Life Handbook](#)

1. After careful consideration, the majority members of the committee agreed on removing the "Meals Breakdown" column from the document.
2. The Registrar/Director of Admissions made a motion to approve the [Residence Life Handbook](#). The Financial Aid Office's Director seconded the motion and it was unanimously approved, by the majority, with no abstentions.



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a) DECISION

- (1) **With the modification, the [Residence Life Handbook](#), was approved, as projected.**

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 establishes co-curricular and/or student engagement activities based on the needs of the students and community it serves, including the needs of student populations that have been historically under-resourced.**

- (1) The committee discussed how the standard and its criterion were currently practiced at the college.
- (2) Some of the discussions included the various "co-curricular and/or student engagement activities..." such as:
- (a) The "Welcoming Week" that was conducted during the students' first week of instruction.
 - (b) The "College Prep Night" that often occurred during the spring semesters.
 - (c) The Student's Club Activities
 - (d) Previous cooking demonstrations by the Wellness Center for the Student Government Association.
 - (e) The Faculty/Staff's current plannings in providing breakfast for the students for upcoming examination days/weeks.



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VIII. Reports from the Subcommittees and Working Groups

A. Admissions Board

1. As per the Registrar/Director of Admissions, there had been 300 plus students that had been registered and confirmed for the fall semester.

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

1. The Dean of Academic Affairs informed the members of the committee that the academic year 2028-2029 was in progress and was to be shared with the committee once it was completed.

C. Placement

1. According to the Registrar/Director of Admissions, the next placement test date was Friday, July 25, 2025.

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

1. As per the Acting Dean of WAVES, there was no update from the Career, Internship, Apprenticeship, and Opportunities (CIAO) subcommittee.

E. Residence Life Admission

1. The Associate Dean of Student Equity and Engagement informed the committee of the 80 applicants that had applied for residency at the college for the upcoming fall semester.

IX. New Matters Arising

A. [SP25 Academic Probation & Suspension Report](#)

1. The Registrar/Director of Admissions shared and explained the [SP25 Academic Probation & Suspension Report](#) with the committee.
 - a) According to the Registrar/Director of Admissions, the [SP25 Academic Probation & Suspension Report](#), had been shared with the Counseling Department.

B. [Summer Enrollment as of June 19](#)

1. The Dean of Academic Affairs shared the [Summer Enrollment as of June 19](#) with the members of the committee stating the following:
 - a) There were 394 females and 277 males that had enrolled during the Summer Semester 2025.

X. Other Matters Arising

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

XI. Adjournment

- A. The *second* Enrollment Management Committee's meeting for July 2025, was adjourned at 12:10 p.m.



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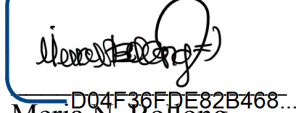
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Submitted By:

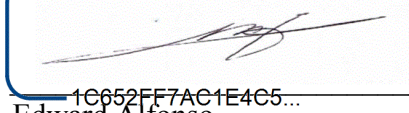
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Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

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Edward Alfonso
Dean of Academic Affairs
Designated Chairperson, EMC

Approval Date:

August 21, 2025