



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, December 5, 2024
CCCR 2**

MINUTES

PRESENT:

Meyar Laukon
Monica Gordon

Chairperson/Dean of Student Success
Registrar/Director of Admissions

Dr. Elizabeth Switaj

Vice President of Academic and Student Affairs
(VPASA)

Vasemaca Savu*
Telitha Kaneko
Alexandria J. Lajar
Jemimah Razalan
Lilly Michael
Suemina Bohanny
Joseph Lanwe*
Henos Henos

Dean of Academic Affairs
for Dean of WAVES
Associate Dean of Student Equity & Engagement
Associate Dean of Learning Support
for Acting Director, FABS
Director of Financial Aid Office
Acting Director, IRA
Student Government Association (SGA)
Representative/SGA Vice President
Faculty Senate, CC Chairperson
Staff Senate Representative I
for Staff Senate Representative II

Edward Alfonso*
Grace Bungitak*
Ruthy Maun

Attendees via ZOOM

Mellesia Crawford

Faculty Senate Representative

Vacancies

Vacant
Vacant
Vacant

Dean of Student Success
Director of Admission
Staff Senate Representative II

*** Not Present**

**** Tardy**

The *first* EMC meeting for December 2024, was called to order by the Chairperson at 3:30 p.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. [November 21, 2024 \(Draft\)](#)

1. After being reviewed, the FAO Director moved to approve the minutes of [November 21, 2024 \(Draft\)](#). The Faculty Senate Representative seconded the motion and it was unanimously approved, by the majority, with no abstentions.

a) DECISION

(1) With no modifications, the minutes of the meeting held on [November 21, 2024 \(Draft\)](#), were approved.

II. Reports Back from the Executive Council/Board of Regents

III. Secretariat Report

A. Annual Assessment Report 2023-2024

IV. SGA Report

V. EMW Monitoring

A. 4.3: Create and implement college-approved data definitions and related policies.

VI. Accreditation

A. Standard 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 Criterion:

a) The institution creates formal and informal opportunities for students to engage with the institution, programs, and peers (e.g., cultural, academic, clubs, political, ethnicity-based engagement, networking, athletics, internships, career training).

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)



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VII. Matters Arising from the Previous Meeting

A. Student Handbook and Guide (see minutes of 09/21/23)

1. The Chairperson shared the document with the committee members.
 - a) The members were to review and provide their feedback to be discussed in the next meeting.
 - b) The need to provide the students with soft and hard copies of the Student Handbook and Guide was discussed by the committee members.
 - (1) The Dean of Student Success was to coordinate with the Communications Officer in carrying out the following task.
 - c) The Student Handbook and Guide was also to be translated in Marshallese.

B. Student Club Handbook and Bylaws

1. The document was in progress by the Student Government Association.

C. Residence Halls Handbook Revision

1. As per the Chairperson, the Residence Halls Handbook Revision was in progress and was to be shared with the committee once it was finalized.

D. Moodle for Title IX and Student Disciplinary Policies

VIII. New Matters Arising

A. Academic Advising Handbook

1. The following sections on the Academic Advising Handbook were reviewed thoroughly by the Enrollment Management Committee.
 - a) Purpose Statement
 - b) FERPA
 - c) Mission of Faculty of Academic Advising
 - d) Structure of Academic Advising
 - e) Advising Approaches
 - f) Advisor and Student Responsibilities
 - g) Student Learning Outcomes for Advising
 - h) Relational Information
 - i) Advising Process
2. The Chairperson urged the members to continue to review the document and to provide their feedback to be forwarded and shared in the Learning Support Committee as the document was in the review process.

IX. 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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X. Other Matters Arising

A. Graduation

In the interest of time, the agenda items from II. to VI and IX. to X, were deferred.

XI. Adjournment

A. The *first* Enrollment Management Committee's meeting for December 2024, was adjourned at 3:47 p.m.

Submitted By:

DocuSigned by:

A blue DocuSigned signature of Meria N. Bollong is shown within a blue rounded rectangular border.

D04F36FDE82B468...
Meria N. Bollong

Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

A blue DocuSigned signature of Meyar Laukon is shown within a blue rounded rectangular border.

DB23F2F5611443D...
Meyar Laukon

Acting Dean of Student Success
Designated Chairperson, EMC

Approval Date:

December 19, 2024

Certificate Of Completion

Envelope Id: D4BE6704-08A8-4F67-8A08-453B6F4DE258	Status: Completed
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Meyar Laukon
mlaukon@cmi.edu
Dean of Student Success
College of the Marshall Islands
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Accepted: 12/2/2021 2:47:00 PM
ID: d8003437-e5a0-4570-8b16-88e44db46536

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
Envelope Sent	Hashed/Encrypted	1/23/2026 4:18:49 PM
Certified Delivered	Security Checked	1/26/2026 9:47:27 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:48:37 AM
Completed	Security Checked	1/26/2026 9:48:37 AM
Payment Events	Status	Timestamps
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