



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 19, 2024
BoR Conference Room**

MINUTES

PRESENT:

Meyar Laukon

Chairperson/Dean of Student Success

Dr. Elizabeth Switaj*

Vice President of Academic and Student Affairs
(VPASA)

Vasemaca Savu*

Dean of Academic Affairs

Rigietta Lord

for Dean of WAVES

Alexandria J. Lajar

Associate Dean of Student Equity & Engagement

Jemimah Razalan

Associate Dean of Learning Support

Lilly Michael

for Acting Director, FABS

Suemina Bohanny

Director of Financial Aid Office

Raymond Guiruela

Acting Director, IRA

Goodwin Silk*

Student Government Association (SGA)

Grace Bungitak*

Representative/SGA Public Relations Officer

Staff Senate Representative I

Attendees via ZOOM

Monica Gordon

Registrar/Director of Admissions

Mellesia Crawford

Faculty Senate Representative

Edward Alfonso

Faculty Senate, CC Chairperson

Ruthy Maun

for Staff Senate Representative II

Vacancies

Vacant

Staff Senate Representative II

*** Not Present**

**** Tardy**

The *second* EMC meeting for December 2024, was called to order by the Chairperson at 11:10 a.m.



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

I. Review of the Meeting Minutes

A. March 7, 2024 (Draft)

B. [December 12, 2024 \(Draft\)](#)

1. After being reviewed, the Associate Dean of Learning Support moved to approve the minutes of [December 12, 2024 \(Draft\)](#). The Financial Aid Director seconded the motion and it was unanimously approved, by the majority, with one abstention.

a) DECISION

(1) With no modifications, the minutes of the meeting held on [December 12, 2024 \(Draft\)](#), were approved.

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

A. There were no reports back from the Executive Council and the Board of Regents that were relevant to the Enrollment Management Committee.

III. Secretariat Report

A. Annual Assessment Report 2023-2024

1. The Secretariat Officer reminded the Chairperson of the pending Annual Assessment Report 2023-2024.
 - a) This was to be worked on by the Chairperson and submitted for the committee's review and consideration.

IV. SGA Report

A. There were no SGA Representative present at the meeting.

V. EMW Monitoring

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

1. This was previously completed by the Director of Institutional Research and Assessment.
 - a) The EMW Monitoring was to be reviewed again by the committee once a new IRA Director was selected.

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:



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- 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).

- (1) The committee discussed ways the standard and its criterion were currently practiced at CMI.

- (a) Some of the discussions included:

- (i) College Prep Night

- (a) This was an event that was in progress for the upcoming spring semester 2025.

- (ii) Internships with the following programs:

- (a) VCARP

- (b) Agroforestry

- (c) Maritime

- (d) Marine Science

- (e) Special Educations Program

- (iii) Upcoming “welcoming” week for the students.

- (iv) Career Fair for Jaluit & Wotje for Spring 2025

- (v) STEM Department

- (a) The STEM Department’s Chairperson shared the upcoming activities/games that were in the planning progress.

- (vi) The need to increase the exposure of the uniqueness of the Jaki-Ed and the Marshallese culture.

- (vii) Athletics

- (a) Volleyball

- (b) Pingpong

- (c) New Year New Me

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. Per the Registrar/Director of Admissions, the team recommendation was still in progress.

- a) The committee discussed the need for better equipments to be provided to carry out the task.

- (1) Recommendation



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- (a) Once the [Policy on Access, Retention, and Destruction of Records](#) was approved by the Executive Council, it was recommended by the committee for it to be implemented and strictly followed to avoid repetitive issues.
- b) The student's "leave of absence" process was discussed thoroughly by the members and the importance of ensuring for the policies to be aligned with each other.

VII. Matters Arising from the Previous Meeting

- A. [Student Handbook and Guide](#) (see minutes of 09/21/23)
- B. [Student Club Handbook and Bylaws](#)
 1. The document was in progress by the Student Government Association and was to be shared with the committee once it was completed.
- 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 reviewed and finalized by the Associate Dean of Student Equity and Engagement.
- D. Moodle for Title IX and Student Disciplinary Policies
- E. [Academic Advising Handbook](#)
 1. An update, regarding the agenda items VII.A. to VII.E. was to be provided in the next meeting on January 16, 2025.

VIII. Reports from the Subcommittees and Working Groups

- A. Admissions Board
 1. There were no updates from the Admissions Board subcommittee.
- B. Calendar and Catalog
 1. With the absence of the Dean of Academic Affairs, there were no updates from the Calendar and Catalog subcommittee.
- C. Placement
 1. According to the Registrar/Director of Admissions, the placement test was with the Learning Designer and was to be forwarded to the IRA Department for their review.
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
 1. The Dean of WAVES shared with the upcoming Career Fair for the Jaluit and Wotje Centers for the spring semester of 2025.
- E. Residence Life Admission

IX. Other Matters Arising

- A. Graduation



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1. Per the Chair, there were, currently, 200 plus candidates for the May 2025 graduation.

X. Adjournment

- A. The *second* Enrollment Management Committee's meeting for December 2024, was adjourned at 12:07 p.m.

Submitted By:

DocuSigned by:

Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

Meyar Laukon
Dean of Student Success
Designated Chairperson, EMC

Approval Date:

January 16, 2025

Certificate Of Completion

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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 4:20:23 PM
Certified Delivered	Security Checked	1/26/2026 9:45:02 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	1/26/2026 9:47:20 AM
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Payment Events	Status	Timestamps
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