



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, August 3, 2023
BoR Conference Room**

MINUTES

PRESENT:

Dr. Elizabeth Switaj

Chairperson/Vice President, Academic and Student Affairs

Jomi Capelle*

Vice Chairperson/Director of Admission

Vasemaca Savu*

Dean of Academic Affairs

Rigieta Lord *

Dean, WAVES

Jemimah Razalan

Associate Dean of Learning Support

Cheryl Vila

Director, IRA

Pradeep Prakash *

Director, FABS

Desmond Narain Doulatram

Faculty Senate, LA Co-Chairperson

Jimmy Jamos*

Staff Senate Representative I

Lisa Jeran *

Staff Senate Representative II

Tristan Horiuchi

SGA Representative

Attendees via ZOOM

Meyar Laukon

Assoc. Dean of Student Equity & Engagement

On Leave

Vacancies

Vacant

Dean of Student Success

Vacant

Director, Financial Aid Office

Vacant

Faculty Senate Representative

*** Not Present**

The *first* EMC meeting for August 2023, was called to order by the Chairperson at 11:21 a.m.

The mission statement was recited by all the EMC members. The Chairperson and the committee members briefly welcomed all the members present.



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I. Review of the Meeting Minutes

A. July 20, 2023 (Draft)

1. After being reviewed, the LA Co-Chairperson made a motion to approve the meeting minutes of [July 20, 2023 \(Draft\)](#). The motion was seconded by the Associate Dean of Learning Support and it was successfully passed by the majority, with no abstentions.

a) DECISION

- (1) With no corrections, the minutes for the meeting held on [July 20, 2023 \(Draft\)](#), were approved, as presented.**

II. Report Back from the EC/BOR

- A. As per the VPASA, the following had been approved by the Executive Council during their August 2, 2023 meeting:

1. Faith and Conscience Accommodations CMI Policy No. 347
2. Apprenticeship Standards

- B. The VPASA informed the EMC members of the upcoming BoR meeting, which had been scheduled for August 16, 2023.

III. Secretariat Report

- A. The Executive Council's Secretariat Officer updated the EMC regarding pending meeting minutes and the 2022-2023 Annual Assessment Report and 2023-2024 RSA for EMC.

IV. SGA Report

- A. The SGA representative shared the following upcoming activities with the EMC members:

1. Book Drive (EDU Majors)
2. Community Outreach (Nursing Majors)
3. Sport Schedules
4. The induction of the newly elected SGA Officers had been scheduled for September 8, 2023.

V. EMW Monitoring Outcome

- A. **Outcome 6.2:** Improve campus life through collaboration between academic affairs and student services.

1. The EMC members discussed their perspectives in terms of the outcome.
 - a) The Associate Dean of Student Equity & Engagement shared challenges in regards to the New Student Orientations (NSO). Such challenges included:

- (1) Registration Process**



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b) The Associate Dean of Learning Support shared with the EMC members of reaching out to the new students regarding the importance for them to meet with their advisors.

(1) The Associate Dean of Learning Support had also sent a communication to the Faculty in regards to the importance of them being available.

c) The Associate Dean of Student Equity & Engagement shared the productiveness of having student Senators for each instructional department.

B. Survey of outcome areas

1. The Survey of outcome areas was included in the agenda for the EMC members' reference and perusal.

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) If these [co-curricular] programs are offered the institution ensures the quality of such programs and frequently assesses activities and programs (qualitative/quantitative).

(1) The EMC discussed how the review criterion was currently practiced at CMI.

(a) The EMC discussed the workshops conducted by the Counseling Department and the Library department.

(b) The EMC also discussed the need for the Student Handbook to be revised.

(c) The EMC discussed the outcomes from the Student/Parent workshop that was held last year.

(i) As per the Chairperson/ALO, the workshop needed to submit co-curricular forms for assessment purposes.

(d) The EMC discussed the importance of developing/reviewing the instructional department's initiatives.

(2) The EMC discussed the positive results regarding approaching students in small groups.



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(a) As per the discussions, students have been found to be more engaged when gathered in small focus groups.

(i) A formal document was to be shared by the ALO in the upcoming EMC meetings as a way to track student's participation.

VII. Matters Arising from the Previous Meeting

A. Moving to a credit hour based on 45 hours of student effort

1. Draft policy

a) It was agreed by the EMC members that the policy would wait on the Faculty Senate's feedback.

2. Example of 2024-2025 calendar if this change is made

a) With the absence of the Dean of Academic Affairs, the Example of 2024-2025 calendar if this change is made, was deferred.

B. Accommodations for Students with Disabilities

1. Policy

a) The policy was deferred to the next EMC meeting to allow the members more time to review.

2. Request for Accommodations Form

3. Approved Accommodations Form

a) The Chairperson shared the Accommodations for Students with Disabilities and its forms with the EMC members.

(1) It was requested that the forms be translated into the Marshallese language once approved.

(2) The EMC discussed making the forms to be more user friendly.

(3) It was requested by the IRA Director that the forms be converted into Excel using Remark.

(4) After being carefully reviewed, the LA Department's Co-Chairperson made a motion to approve the **Request for Accommodations Form** and the **Approved Accommodations Form**. The motion was seconded by the Dean of WAVES and passed successfully by the majority with no abstentions.

(a) DECISION

(i) **With the recommendations, the Request for Accommodations Form and the Approved Accommodations Form, were approved.**



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VIII. Reports from the Subcommittees and Working Group

- A. Admissions Board
- B. Calendar and Catalog
 - 1. [2023-2024 Catalog](#)
 - a) The Chairperson allowed more time for the EMC members to review the [2023-2024 Catalog](#).
- C. Placement
- D. CIAO - Career, Internship, Apprenticeship, and Opportunities
- E. Residence Life Admission
 - 1. "Refund form" for Residence Hall students to fill out (see minutes of 5/4)
- F. Taskforce for development of a pre-semester Moodle activity to increase student familiarity with key policies, services, etc. (see minutes of 5/4)

IX. New Matters Arising

- A. [2022-2023 Committee Assessment](#)
- B. [2023-2024 RSA](#)
 - 1. The Chairperson allowed the committee members' their "first read" for the two documents.

X. Adjournment

The *first* EMC meeting for August was adjourned at 12:05 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

89BEB3BDDC23455...
Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

September 7, 2023



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**Enrollment Management Committee
11:10 a.m. Thursday, August 17, 2023
BoR Conference Room**

MINUTES

PRESENT:

Dr. Elizabeth Switaj

Chairperson/Vice President, Academic and Student Affairs

Jomi Capelle*

Vice Chairperson/Director of Admission

Vasemaca Savu*

Dean of Academic Affairs

Rigieta Lord *

Dean, WAVES

Meyar Laukon

Assoc. Dean of Student Equity & Engagement

Jemimah Razalan

Associate Dean of Learning Support

Desmond Narain Doulatram

Faculty Senate, LA Co-Chairperson

Jimmy Jamos*

Staff Senate Representative I

Lisa Jeran *

Staff Senate Representative II

Tristan Horiuchi

SGA Representative

Attendees via ZOOM

Monica Gordon

Registrar

On Leave

Cheryl Vila

Director, IRA

Pradeep Prakash *

Director, FABS

Vacancies

Vacant

Dean of Student Success

Vacant

Director, Financial Aid Office

Vacant

Faculty Senate Representative

*** Not Present**

The *second* EMC meeting for August 2023, was called to order by the Chairperson at 11:23 a.m.

The mission statement was recited by all the EMC members. The Chairperson briefly welcomed all the members present.

Hi



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I. Review of the Meeting Minutes

A. August 3, 2023 (Draft)

1. It was decided that the meeting minutes be deferred to the next EMC meeting.
 - a) The Secretariat Officer was to look into section VII.A.1 and make the necessary modifications.

II. Report Back from the EC/BOR

- A. The Chairperson/VPASA updated the EMC members regarding the approved policies forwarded by the EMC to the Board of Regents during their meeting held on August 16, 2023:
 1. General Student Complaints Policy (CMI Policy No. 312)
 2. Faith and Conscience Accommodations Policy (CMI Policy No. 347)

III. Secretariat Report

- A. The Executive Council's Secretariat Officer updated the EMC regarding pending meeting minutes, the 2022-2023 Annual Assessment Report, and 2023-2024 RSA for the EMC.

IV. SGA Report

- A. The SGA representative formally introduced himself to the EMC and notified the members of his new role as SGA Vice President.
- B. The SGA VP shared the students' concerns regarding the Sexual Assault Protocol.
 1. The EMC tabled ways to engage with the students in terms for them to obtain a better understanding of the Sexual Assault Protocol.

V. EMW Monitoring Outcome

- A. **Outcome 6.3:** Improve residence hall facilities and programs to promote student success and achievement.
 1. The Associate Dean of Student Equity and Engagement updated the EMC regarding the CMI Residence Hall facilities and the Residence Hall students.
 2. Some of the discussions were:
 - a) The NSO for the Residence Hall students was now one week long.
 - b) The limitation of the Residence Hall's budget.
 - (1) The EMC discussed current problems at the Uliga Campus' Residence Hall.
 - c) The upcoming activities for the Residence Hall students.



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(1) The VPASA and the Associate Dean of Student Equity and Engagement were to contact the Arrak Director in terms of the Arrak Residence Hall facilities and students.

B. [Survey of outcome areas](#)

1. The [Survey of outcome areas](#) was included in the agenda for the EMC members' reference and perusal.
 - a) In the interest of time, the agenda item was deferred.

VI. **Accreditation**

A. **Standard 2.4:** The institution communicates clear, accurate, and accessible information regarding programs, services, and resources that foster success in students' unique educational journeys.

1. **Review Criterion**

a) The institution provides students with accurate, current, and consistent student learning outcomes for the courses and programs in which they are enrolled.

(1) **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)

(a) In the interest of time, the standard and the review criterion were deferred by the Chairperson.

VII. **Matters Arising from the Previous Meeting**

A. Moving to a credit hour based on 45 hours of student effort

1. [Draft policy](#)

a) It was agreed by the EMC members that the policy would wait on the Faculty Senate's feedback.

2. [Example of 2024-2025 calendar if this change is made](#)

a) With the absence of the Dean of Academic Affairs, the [Example of 2024-2025 calendar if this change is made](#), was deferred.

B. [Accommodations for Students with Disabilities](#)

1. Policy
2. Request for Accommodations Form
3. Approved Accommodations Form

a) The Chairperson shared the [Accommodations for Students with Disabilities](#) and its forms with the EMC members.

(1) After being carefully reviewed, the LA Dept. Co-Chairperson made a motion to approve the



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[Accommodations for Students with Disabilities \(CMI Policy No. 346\)](#). The motion was seconded by the Associate Dean of Student Equity and Engagement, as the motion was successfully passed by the majority, with no abstentions.

(a) DECISION

- (i) With no modifications, the [Accommodations for Students with Disabilities \(CMI Policy No. 346\)](#), was approved, as presented.**

VIII. Reports from the Subcommittees and Working Group

A. Admissions Board

B. Calendar and Catalog

1. [2023-2024 Catalog](#)

- a) After being thoroughly reviewed, the LA Department Co-Chairperson made a motion to approve the [2023-2024 Catalog](#). The motion was seconded by the Associate Dean of Learning Support and passed successfully, with no abstentions.

(1) DECISION

- (a) With no corrections, the [2023-2024 Catalog](#), was approved.**

C. Placement

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

E. Residence Life Admission

1. "Refund form" for Residence Hall students to fill out (see minutes of 5/4)

2. [Data Summary Fall 2023](#)

- a) The Associate Dean of Student Equity and Engagement shared that currently, CMI had 111 students residing at CMI's Residence Hall.
- b) The Associate Dean of Student Equity and Engagement also shared the Residence Life Committee's findings regarding the Mass Data shared with the EMC members.
- (1) As per the Associate Dean of Student Equity and Engagement, there was a scheduled special meeting for the Residence Life Committee at 2:00 p.m., on August 17, 2023.
- c) The EMC carefully reviewed the results included in the [Data Summary Fall 2023](#).
- (1) The current challenges, regarding the new students at the Residence Hall, were also shared by the Associate Dean of Student Equity and Engagement.



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- F. Taskforce for development of a pre-semester Moodle activity to increase student familiarity with key policies, services, etc. (see minutes of 5/4)

IX. New Matters Arising

A. 2022-2023 Committee Assessment

1. After being thoroughly reviewed, the 2022-2023 Committee Assessment was deferred, awaiting a short report from the Placement Subcommittee.

B. 2023-2024 RSA

1. The EMC carefully discussed and reviewed the committee membership.
 - a) After careful consideration, it was agreed by the majority that the Associate Dean of Student Equity and Engagement would be the EMC Vice Chairperson.
2. The Associate Dean of Student Equity and Engagement brought forth an issue regarding previous submissions of late graduation applications.
 - a) It was decided by the EMC that a committee was to be established to review late graduation applications.
 - (1) The committee was to be called, The Late Graduation Applications Review Committee.
 - (a) The committee was to be included in the Graduation Committee's TOR.
 - (i) The Secretariat Officer was to share the Accreditation Steering Committee's TOR with the Associate Dean of Student Equity and Engagement, per reference and information.
 3. After being reviewed, the Associate Dean of Student Equity and Engagement made a motion to approve the 2023-2024 RSA. The motion was seconded by the LA Department Co-Chairperson, as it was passed unanimously, with no abstentions.

a) **DECISION**

- (1) **With the modifications, the 2023-2024 RSA, was approved, as projected.**

X. Adjournment

The *second* EMC meeting for August was adjourned at 12:09 p.m.



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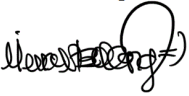
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Submitted By:

DocuSigned by:


D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:


89BEB3BDDC23455
Dr. Elizabeth Switaj, VPASA
Chairperson, EMC

Approval Date:

September 7, 2023