



CMI

College of the Marshall Islands

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The College of the Marshall Islands Faculty Senate

Regular Meeting, March 13, 2026

Supposed Meeting Start: 11:10 AM

Face-to-Face Meeting Location: RH 119 CMI Uluga Campus

Zoom Meeting ID: 211 006 2444 Zoom Passcode: cmi2022

Polycom-Rooms @ Arrak Campus & CMI D.E. Centers

Simple Minority Quorum

MINUTES

Present During the Meeting: 25 (8 via Zoom, 17 face-to-face)

Not Present/Unexcused During the Meeting: 24

On Leave & Excused, Others: 2

Time Meeting Started: 11:10 AM

Overall Summary:

The Faculty Senate addressed several governance and operational matters, including progress toward developing a faculty-led AI policy—now assigned to a small working group with a goal of adapting an existing model and completing a draft by fall. Clarification was provided on the institutional syllabus template, emphasizing it as a flexible standardization tool that does not limit academic freedom, while allowing departmental adaptation. The Senate also filled a vacancy on the Human Resources Committee, unanimously electing Dr. Joshi as the second faculty representative. In reporting on registration issues, chairs confirmed that waitlist approvals are now primarily handled at the department level, though concerns remain about inconsistencies, class size limits, and unreliable enrolment data. Financial concerns were raised regarding delayed retirement contributions to ASC Trust and occasional delays in overload payments to BOMI, with guidance to pursue formal inquiries and escalation where needed. Finally, plans were announced for upcoming training of faculty representatives to strengthen understanding of roles and communication responsibilities, with timing to be finalized in coordination with upcoming elections.

I. Introductions:

- a. **Faculty Senate President: Viviana Uriona** welcomed the Senate members and informed the body that the meeting is now in session and recording via Zoom will commence. She read the College's Mission statement.
- b. **President Uriona** appreciates the presence of all the Senate Members in attendance and also acknowledged the presence of a new CMI faculty Jina Balajoro of L.A. department.
- c. Gina introduced herself.

Approval of Previous Meeting Minutes

- **FS VP-President:** Requested a final review of the minutes and asked for a motion to approve the minutes from the previous meeting. She read the summary of the minutes.
- **Faculty:** Raised a question if the meeting minutes captured what the discussions wherein the HRC Chairperson verbally mentioned a two-week time period for faculty senate to comment on the work load policy.



- **Faculty Secretary:** Could not point the exact location of such statement in the multi-page long meeting minutes but will make sure that such will be included if in case it isn't.
- **Faculty A:** Made a motion to approve the minutes with the necessary revision as mentioned by faculty about the two-week commenting time period. The motion was seconded by **Faculty B**
- The minutes from February 27, 2026, FS Regular Meeting were officially approved with no abstentions.

II. Call for Reports from the Faculty Senate Representatives

President Uriona called for reports of the FS Representatives from their respective Standing Committees. The topics, discussions/deliberations follow.

Discussions/Debate

1. CMI A.I. Policy (LEAP Committee)

Summary:

The Faculty Senate noted progress on forming a group to draft an AI policy requested by the LEAP Committee. Despite a call for volunteers, only one faculty member formally volunteered. It was emphasized that if faculty do not take the lead, administration may draft the policy instead—potentially without faculty alignment. After discussion, Jim agreed to join Curtis to form a minimal working group, acknowledging that while a formal committee was intended, participation constraints require a pragmatic approach. The group plans to adapt an existing community college AI policy, circulate a draft for faculty feedback, and establish a firm deadline for comments, with a target to complete the process by fall semester. **Motion: None**

2. CMI Institution Syllabus Template

Summary:

The discussion focused on confusion and clarification around a newly shared syllabus template. Some faculty questioned its origin, approval, and whether it limits academic freedom, while others explained it is simply a standardized framework to ensure consistency in formatting and required policy statements—not content or teaching methods. Faculty retain full control over course design, grading, and assessment strategies. Concerns were raised about overlapping efforts, particularly with prior departmental (e.g., STEM) syllabus standardization for hybrid courses, which require more detailed structures. It was clarified that departments may still adapt the template to meet specific instructional needs. Additional points emphasized the value of including course schedules in syllabi—especially for student transfer purposes—and that implementation of the template has already been initiated, with department chairs expected to share it. Overall, the template is intended as a flexible guide for consistency, not a rigid mandate. **Motion: None**



3. Election of a New Faculty Senate Representative for the Human Resource Committee (HRC)

Summary:

The Faculty Senate addressed a vacancy for a second faculty representative to the Human Resources Committee (HRC) following a HRC Rep 1 resignation. The HRC Rep. 2 remains as one representative, and a second was required. Nominations were opened, with Dr. Joshi and Faculty C who declined, while Dr. Joshi accepted. With no additional nominees, Dr. Joshi was unanimously approved by vote to serve as the second HRC faculty representative alongside HRC Rep 2, and arrangements were made to include her in HRC communications and updates.

Election was conducted by the FS President. The new rep for HRC gathered a unanimous decision with no vote of abstentions or against.

4. Chairpersons Report to the Faculty Senate After Dialogue with Dean

Summary:

The Faculty Senate revisited prior discussions on registration and waitlist issues, with chairs reporting back on actions taken after consulting with the dean. It was clarified that responsibility for approving waitlisted students now primarily lies with department chairs and faculty, with the dean and registrar serving only as last resorts. Two main approaches were identified: either chairs approve with faculty consultation, or students obtain instructor signatures directly via add/drop forms. However, concerns remained about inconsistencies across departments, lack of a standardized process, varying class size limits, and the reliability of enrolment data due to no-shows, which affect both reporting accuracy and faculty workload. The discussion emphasized the need to refer back to existing registration policy and acknowledged that practices currently vary by chair discretion rather than a unified institutional procedure. **Motion: None**

5. Revitalizing Institutional Research reporting to provide the CMI community with consistent, actionable data for student centered strategic planning and faculty led interventions

Summary:

Tabled for next FS meeting discussion by proponent faculty

6. ASC Trust – Faculty Deductions and Earnings Concerns

The Faculty Senate discussed concerns about delayed deposits into the ASC Trust retirement accounts, noting that while deductions are made from employee pay checks, recent contributions have not been deposited in a timely manner, potentially resulting in lost earnings. The issue raised questions about whether this reflects a broader pattern of delayed remittances, similar to other



deductions handled in bulk by the Business office. Members emphasized that this could be serious if confirmed and advised affected employees to first seek clarification from Business Office in writing, then escalate to the Dean of Faculty if unresolved. There was also a call for faculty to check their accounts collectively to determine the scope of the issue and potentially raise it as a unified concern. **Motion none.**

7. Institutional transparency and accountability on CMI consultancy, Portal, creation and policy.

Summary:

Tabled for next FS meeting discussion by proponent faculty

8. Delayed Deposits at BOMI.

Summary:

The discussion addressed a faculty member's concern about delayed overload pay, with guidance to first follow up directly with the CMI Business office via email and escalate to the Dean of Faculty if no response is received. Members emphasized the importance of supporting affected faculty while also considering institutional reputation, noting past issues with delayed CMI payments to BOMI. It was suggested that delays may be linked to external processing complications, but clarification was provided that the overload payment was expected to reach the bank (BOMI) later that day, resolving the immediate concern. **Motion none.**

9. Training for New Faculty Officers and Reps

Summary:

The Faculty Senate shared that upcoming training will be organized for current faculty representatives to clarify their roles, responsibilities, and communication expectations across committees, with details to be coordinated by Meria and sent out once finalized. There is consideration of whether to proceed with training the current representatives or align it with the new group after elections in August. **Motion none.**

III. Closing: FS President: Gave thanks to the Honorable Members of the Faculty Senate for their high participation and attendance and expressed words of encouragement for FS representatives.

The March 13, 2026 Faculty Senate regular meeting was adjourned at 12:20 PM

Submitted By:

Concurred By:

Approval Date:

Curtis Vila
Faculty Senate Secretary
SY 2025-2026

Vivian Uriona
Faculty Senate President
SY 2025-2026

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