



CMI

Learning Environment and Academic Policy (LEAP) 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

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**Learning Environment and Academic Policy (LEAP) Committee
11:10am, February 23, 2023
Board Conference Room**

MINUTES

Present:

Va Savu *

Chairperson/Dean of Academic Affairs

Dr. Elizabeth Switaj

Vice President of Academic and Student Affairs

Dustin Langidrik

for Dean of WAVES

Dr. Sandra Hamilton

Associate Dean of Instructional Quality and Innovation

Jemimah Razalan

Associate Dean of Learning Support

Meyar M. Laukon*

Associate Dean of Student Equity and Engagement

(Student Service Representative)

Ana Bulavakarua

Liberal Arts Department Representative

Karalaini Osborne

Developmental Education Department Representative

Edward Alfonso

STEM Department Representative

-Vacant -

Elementary Education Department Representative

Mylast Bilimon

Marshallese Studies Department Representative

Marica Rainibogi

Nursing Department Representative

Tarry Henos *

ABE Representative

Erisen Rilometo *

SGA Representative I

Logan Lelet

for SGA Representative II

Not Present *

With the absence of the Chairperson and the Vice Chairperson, the Learning Environment and Academic Policy Committee's meeting for February 2023, was called to order by the VPASA, at 11:25 a.m.

I. Recite MISSION

- A. The proxy for the Dean of WAVES was asked to recite the mission statement for the committee. The VPASA reminded the committee members in regards to
- B. o the four cores of Learning and Teaching.
 1. Clarify the paths
 2. Help students get on a path

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3. Help students stay on their path
4. Ensure students are learning

II. Review of the Minutes from the Previous Meeting

A. November 24, 2023 (Draft)

1. The Associate Dean of Learning Support made a motion to approve the minutes, and the motion was seconded by the proxy for the Dean of WAVES. The majority voted and approved the meeting minutes of November 24, 2023 (Draft), with no abstention.

- a) Having no modifications, the minutes for the meeting held on November 24, 2023 (Draft), were approved, as presented.

2. Matters from the Minutes

- a) There were no arising issues from the meeting minutes.

III. Executive Committee Update

A. Forwarded by the LEAP Committee, the VPASA shared the following approvals by the Executive Council and the BoR since the last LEAP Committee meeting:

1. Transfer of Credit Policy No. 384
2. Continuity of Learning and Teaching Policy No. 375
3. Grades and Grading Policy, Procedures and Forms
4. Quality Textbooks and Supplementary Instructional Materials Policy No. 369
5. Academic Honesty for Student Policy No. 370

IV. Secretariat Officer's Update

A. The Secretariat Officer brought to the attention of the committee the LEAP Committee's scheduled meetings from the start of the academic year, 2022-2023.

V. SGA Report/Update

A. As per the SGA Vice President, there were no reports or issues from the SGA.

VI. Accreditation

A. **Standard 2.6:** The institution uses delivery modes and teaching methodologies that meet student curricular needs and promote equitable student learning and achievement

1. Review Criterion

- a) Institutions have practices in place to ensure ongoing alignment with federal requirements for distance education and correspondence education, as defined in the [ACCJC's Policy on Distance Education and on Correspondence Education](#) (if applicable).

- (1) The LEAP Committee members thoroughly reviewed and discussed how the standard and the review criterion were being practiced at CMI and ways in terms of improvement.

- (a) The LEAP Committee discussed the use of Moodle at CMI.



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- (i) A need for Resident Instructors for the CMI centers was also part of the discussion.
 - (a) The challenges in fulfilling the issue was discussed by the LEAP Committee.
 - (b) The LEAP Committee members shared their challenges in conducting their online courses with the students from the centers.
 - (i) The VPASA recommended that continuous issues regarding a faculty member or a student, should be shared with the Dean of Student Success.
 - (b) The LEAP Committee continued their discussions in terms of the benefits and drawbacks with distant learning.
 - (c) **Recommendation:** The LEAP concluded their discussions with a recommendation that the *Online Learning Policy* be reviewed.

VII. Matters from the Previous Meeting

A. Meta Majors

1. There were no updates regarding the development of the Meta Majors.

B. [CCSSE 2022](#)

1. The [CCSSE 2022](#), was shared and explained by the VPASA with the LEAP Committee members.
2. The following results were thoroughly reviewed:
 - a) Highest Aspects of Student Engagement
 - b) Lowest Aspects of Student Engagement
3. The results regarding the Academic Challenges in the *Standardized Benchmark Scores* section, were to be discussed further in the next LEAP Committee meeting on March 23, 2023.
4. The LEAP Committee members requested the sharing of the [CCSSE 2022](#), in the Faculty In-Service on February 28, 2023.

VIII. Other Matters Arising

IX. Assessment and Recommended Remedial Action

- A. There were no other matters arising or assessment and remedial actions discussed by the LEAP Committee.



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X. Adjournment

A. The LEAP Committee’s meeting for **February 2023**, was adjourned at 11:58 a.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Rigieta Lord, Dean of WAVES
Vice Chairperson, LEAP Committee

Approval Date:

August 24, 2023