

IPC Meeting Minutes
April 22, 2015

Members present: Alfred Capelle, Bob Willson, Mary Van Auken, Rachel Salomon, Cheryl Vila, Don Hess, Ruth Abbott, Terry Hazzard, Boni Sanchez, Marilyn Harry, and William Reiher

Guest: Dr. Theresa Koroivulaono

The meeting was called to order at 11.05am.

Agenda Items:

- Strategic Plan – Team 1 to 5 presentation of Activities.
- Approval of Program review workflow version 3
- Departmental EFs and AUO's – sample: *Cheryl Vila*
- Compliance Officer position – Dr. *Theresa Koroivulaono*
- Marshallese Studies Department – *Mary Van Auken*

COMPLIANCE OFFICER:

- Dr. Theresa mentioned that at the recent Board retreat, 2 positions that were discussed and part of the outcome sheet for the retreat. These were the (1) Compliance officer, and the (2) Communication officer which were identified as gaps in our current systems. Compliance officer was a proposal from the Board and it was an action plan item which came out of the retreat.
- Some IPC members were confused as to the purpose and the duties of the compliance officer. William is to produce a job description for the position and circulate to the IPC members.
- One function of the compliance officer was to be a liaison between the BOR and CMI.
- Another function of the compliance officer will be secretary to the BOR.
- The compliance officer will create efficiencies by creating a central repository of various necessary reports and ensuring these reports were completed on time.
- The title may be changed as the position does more than just ensuring compliance.
- The position will be a contingency hire for one year.

STRATEGIC PLAN:

Goal 3: Stakeholder Relations

- Team 3 for Goal 3: Members are Theresa, Ben, William, Stevenson, Don
- First draft which was a 4-page document was presented by Dr. Theresa
- The activities stated will be linked to the two objectives of Goal 3 which have been approved by the BOR
- First draft will be circulated to IPC for comments

Goal 4: Sustainability

- Activities for Goal 4 were presented by William
- Duplicated activities were highlighted
- William will send around to IPC for comments

Goal 5: High Quality Academic Programming

- Activities for Goal 5 were presented by Ruth

- Activity 9 was revised from Increase academic rigor in Gen Ed courses to increase academic rigor in key courses.
- Activities are available online for comment. Nik to circulate to all faculty for comments.

ADMIN UNIT PROGRAM REVIEW WORKFLOW VERSION 3 (dated April 15):

- Difference between benchmarks and KPIs discussed
- Committee unanimously voted to accept the document without changes

IR Department Admin Unit Outcomes (AUOs)

- Four AUOs presented
- AUO # 3 was revised to “Evaluate institutional performance and assess administrative and student support programs”
- AUO # 4 was revised to “Assure a secure web presence for the college.”
- The committee unanimously voted to accept the 4 AUOs with changes.

MARSHALLESE STUDIES DEPARTMENT:

- Mary van Auken brought forward a proposal for a new Marshallese studies department.
- On April 6th CAC recommended the creation of a Marshallese studies department separate from the Liberal Arts department.
- The budget for this new department will be “carved out” of the Liberal Arts department budget.
- The committee unanimously voted to accept the proposal for a new Marshallese studies department.

Next meeting date: 7th May, 2015. Meeting adjourned at 12.10 pm.
Minutes submitted by William Reiher.