



Regular Meeting Minutes - Approved March 22, 2017

Members Present

Stanley Lorennij
Mary Van Auken
Cheryl Vila

Stevenson Kotton
Va Savu
Charlynne Alfred

Rachel B. Salomon
Rosina Korean
Tamar Capelle

The meeting was called to order @ 11:03 AM

Agenda Items

- 1. Review of Minutes**
- 2. Update on funding for prioritized initiatives**
- 3. Update on the Strategic Plan**
- 4. Board KPI's**
- 5. Update on Program Reviews**
- 6. ACCJC Standard 1**

Minutes

1. REVIEW OF MINUTES

- March 08, 2017 Meeting Minutes.
 - Mary moved to approve the March 08th minute, Rosina seconded the motion. The motion was unanimously approved with 4 member abstaining.

2. UPDATE ON FUNDING FOR PRIORITIZED INITIATIVES

- The Budget Committee (BC) will go down the list, like last fiscal year.
- BC have allocated \$25, 000 for this years Program Review Prioritization list or initiatives.
 - The committee will sent a reminder to the departments that have been awarded.
 - If the recipients did not spend their funded initiative, IPC should recommend to BC to move the fund to the next cycle.
- In the next BC meeting, they will discuss the 2016 - 2017 Prioritized initiatives and also 2017 - 2018 budget planning and preparation.
- In the next IPC meeting, Stevenson will report last year's funded initiatives, from the \$15,000 fund and update PC of the departments that have been awarded.

3. UPDATE ON THE STRATEGIC PLAN

- Tabled for next meeting.
 - Stanley will meet with the responsible parties to discuss about the Strategic Plan.



Institutional Planning Committee

College of the Marshall Islands

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- The responsible parties are Dr. Theresa, Stanley, Stevenson, Va and Rachel.

4. BOARD KPI'S

- The Board KPI's that is in the factbook was actually approved in 2008.
- We have another set of Board KPI's that is in files in 2011, but can not find any Board of Regents minutes approving it.
- The Institutional Set Standards (ISS) are KPI's that are required by ACCJC and our KPI's/Standards are;
 - Course Completion Rates
 - Number of Graduates for Associate's, Bachelor's and Certificates
 - Transfer & Employment Rates
- We will have only one set of Institution KPI's and this may include all or some of the existing Board KPI's, and we can add more to it.
- Mary requested for the KPI's to be in one set and have it send out.
- We have to tabled, to gather all of the existing KPI's that we have.

5. UPDATE ON PROGRAM REVIEWS

- IR did a Program Review workshop for the Administration, Academic Support and some Academic chair attended last week Thursday 3/15 and Friday 3/16 workshop.
 - Still need to do a workshop with the Academic side.
- Things the departments agreed to do:
 - Submit AUOs and Mission statements to IPC or find the IPC minutes documenting when the AUOs and Mission statement was approved.
 - Input AUOs and Mission Statement into Tractdat by March 24.
 - Input 1516 Program Review AUO assessment (plan, results and action) into Tracdat by April 14.
 - Schedule a workshop follow up with me before May 12 for one-on-one hands-on how to implement your activities this cycle or on any assistance you may need.
- Feedback/suggestions received during workshop:
 - Changes/suggestions to PR template will be submitted to IPC for approval soon pending consultation with Academic departments.
 - Some of the department said, they have not received the list of acceptable/unacceptable PR, and also they did not received their feedback last December.
- **MOTION:** Va moved that we send the list of unacceptable program review and that is final, its unacceptable. Rachel seconded the motion. The motion was unanimously approved with 1 member abstaining.
- **MOTION:** Cheryl moved that we table the discussion for the consequences, for those who submit an unacceptable program review this cycle. Mary seconded the motion. The motion was unanimously approved.



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6. ACCJC STANDARD 1

- For the next meeting, Chairman Stanley requested that all IPC members visit the ACCJC website to download and look at the Standards 1.
- We will also need to look at our action plans.

Meeting adjourned @ 12:02 PM

Kelly Luce Sebastian, Recording Sec.
Scribe

IPC
Reviewed & Approved by

12 - 04 - 2017
Date approved