Institutional Planning Committee College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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# **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 08<sup>th</sup> 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.

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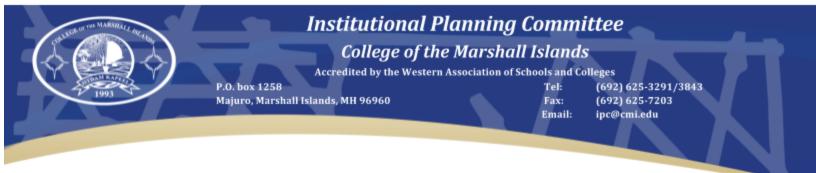
• The responsible parties are Dr. Theresa, Stanley, Stevenson, Va and Rachel.

#### 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.



#### 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.IPC12 - 04 - 2017ScribeReviewed & Approved byDate approved