



Regular Meeting Minutes - Approved May 10, 2017

Members Present

Stanley Lorennij
Mary Van Auken
Cheryl Vila
Kalani Nii

Stevenson Kotton
Va Savu
Charlynnne Alfred
Kelly Luce Sebastian

Rachel B. Salomon
Rosina Korean
Biuma Samson

The meeting was called to order @ 11:10 AM

Agenda Items

1. Review of last meeting's minutes
2. ASP's Rewritten Mission and PLO's
3. Residential Life Mission and AUO's (R.S)
4. Summary Mission, AUO's PLO's (IR)
5. Board KPI's (IR)

Minutes

1. REVIEW OF MINUTES

- Cheryl moved to approved the April 12, 2017 Meeting Minutes with the changes, Rachel seconded the motion. The motion was unanimously approved with 1 member abstaining.

2. ASP'S REWRITTEN MISSION AND PLO'S

- Last time the committee met they recommended that ASP put in the "High Quality Academic Support Services".
- Cheryl moved to accept the Mission Statement, Mary seconded. The motion was unanimously approved.
 - **ASP Mission Statement:** The Academic Support Program's mission is to provide CMI students with high quality academic support services to increase their academic success and acquire the skills necessary to succeed in higher education.
- Some of the things Jemimah and Va discuss in term of measurability of the PLO's.
 - The have to identify and list what resources they have
 - Time students come utilize the resources
 - Tracking system
 - Jemimah is working on creating the forms, that will be given to IT and she will request IT to make it electronic, so that it'll be easier to her tutors to log in the information.



- The targeted day is to have everything by the end of July.
- Cheryl moved to accept ASPs PLO's, Va seconded the motion. The motion was unanimously approved.
 - **ASP PLOs:**
 1. Students will know how to use available resources to achieve their goals or pass to the next level
 2. Students will enhance their study and learning skills and strategies to increase their potential for academic progress and success
 3. Students will learn to be independent learners
 4. Students will have the confidence and motivation for learning, be lifelong learners

3. RESIDENTIAL LIFE MISSION AND AUO'S (R.S)

- Residential Life do not have AUO's, but have proposed AUOs based on Essential Functions.
- Melinda moved to approve the Residential Life Mission Statement, Rachel seconded the motion. The motion was unanimously approved.
 - **Residential Life Program Mission Statement:** The Residential Life program at the College of the Marshall Islands provides for a conducive, safe, and collegial learning environment and promotes academic success, cultural awareness, and life skills to residents.
 - The Mission Statement should apply for both the Residential Life programs at Uliga and Arrak.
- Va asked Cheryl to explain the measurability of living in a safe and conducive environment
 - The Residential Life collects information on incidences that happened at the dorm, have data to provide information how safe the environment for the students, and have different safety indicators
- AUO#3 is on the different workshops conducted at the dorm.
- For AUO #4, assessment can be through skill performance in which students will be evaluated using a rubric of skills they should be able to perform
- Stevenson recommended to look at other schools and what their AUOs are in terms of their Residential Life.
 - Stevenson will send this out.
- Cheryl moved to accept the Residential Life AUOs on the condition that this will be mapped to the ILOs by next meeting, Rachel seconded the motion. The motion was unanimously approved with 1 member abstaining.
 - **Residential Life AUOs:**
 1. Live in a safe and conducive environment
 2. Study effectively and pass their classes
 3. Appreciate culture and respect cultural differences
 4. Apply life skills in day to day activities



4. SUMMARY MISSION, AUOs AND PLOs (IR)

- Cheryl presented an excel sheet of the listing of the Mission, AUOs and PLOs of all units in the College.
 - Went back to all program reviews, all AUO and all PLO documents to find out documents that exactly support when were these AUOs/PLOs approved.
 - Finding: some really do not have AUOs /PLOs and some units do not have documentation on the exact statements that were approved or any document that was approved.
 - This summary also went out to CC.
 - Mary found the meeting minutes for General Education which were approved in 2002.
- For academic programs, CC can help find the minutes showing the exact PLO statement or that they were approved.
 - Mary confirmed that PLOs will be reaffirmed on CC meeting on Monday.
 - Va and Mary will create an actual document which has the Mission Statement and PLO Statements signed by three people: the CC Chair, Dean of Academic Affairs and Vice President of Administration.
- Cheryl moved that as part of our document management system that a document listing the exact mission statement and all the AUO statements with the approval dates for IPC and EC with signatures from the IPC Chair, Vice President of Administration and the supervisor of the unit be formed for each unit in the College. Va seconded the motion. The motion was unanimously approved.
- The following units with no mission statement and/or AUOs will be reported to EC as an issue.
 - Admission - No approved Mission and AUOs
 - Sports and Recreation Program - approved
 - Rachel moved to make a name change to the unit from Athletic, Recreation and Fitness Center to Sports and Recreation Program. Kalani seconded the motion. The motion was unanimously approved.
 - Rachel moved to accept the Sports and Recreation Program Mission Statement, Cheryl seconded the motion. The motion was unanimously approved.
 - ➔ **Sport and Recreation Program Mission Statement:** The mission of the Sport and Recreation Program is to manage a comprehensive program offering fitness, sports and leisure activities to the college community in support of a healthy lifestyle.
 - FABS - No Mission Statement and the AUOs in tracdat are not the approved AUO's
 - Financial Aid - Have statements but were not approved yet
 - HR - approved
 - IT - approved
 - IR - approved
 - Nurse - Mission Statement and AUO's were not approved



Institutional Planning Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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- Physical Plant - good
- Registrar - Mission Statement is approved and the AUO's were not approved
- Residence Hall - approved
- Safety and Security - approved
- Student Advocate - Mission Statement and AUO's not approve
- Student Leadership - In the process
- Land Grant - In the process
- Proposed deadline for all units to submit AUOs and mission statement to IPC .
 - Deadline will be on May 19
 - Cheryl will create the one page document.
 - Next IPC Meeting will be on May 24, 2017 at 2pm

5. BOARD KPI'S (IR)

- Cheryl presented an excel sheet combining all the KPI's, from the Board KPI and from ACCJC recommended ISS and some external measure from CCSSE.
- Format is based on ACCJC suggested format which shows 4-year data, stretch goal, benchmark and a multi-year average
- At a minimum, IPC to present to BOR the list of KPIs with the 4 year data and a benchmark.
- Melinda recommended to take the full list and bring to the Academic Board subcommittee Also recommended to give the full list to all the Board members with some sort of executive summary.
- Stevenson recommended to provide all 39 KPI's and a list of IPC recommendations.
- Create a sub committee to review all 39 KPI's.
 - Stanley
 - Melinda
 - Cheryl
 - Va
 - Rachel
 - Stevenson
 - Agnes
 - First meeting: tomorrow May 11, 2017 at 12pm in the Boardroom.
- In the 2016 Factbook the Board KPI's are shows.

Meeting adjourned @ 12:16 PM

Kelly Luce Sebastian, Recording Sec.
Scribe

IPC
Reviewed & Approved by

12 - 07 - 2017
Date approved