



## **Regular Meeting Minutes - Approved July 26, 2017**

### **Members Present**

Melinda Nish  
Stevenson Kotton  
Kelly Luce Sebastian

Va Savu  
Cheryl Vila

Rachel B. Salomon  
Kalani Nii

### **The meeting was called to order @ 11:10 AM**

### **Agenda Items**

- 1. Review of Minutes**
- 2. Unapproved Mission and AUO's**
- 3. Master Plan Update**
- 4. Midterm Report Update & Planning Cycle Items**
- 5. Other Business**

### **Minutes**

#### **1. REVIEW OF MINUTES**

- Rachel moved to approve the July 12, 2017 Meeting Minutes, Va seconded the motion. The motion was unanimously approved.

#### **2. UNAPPROVED MISSION AND AUO'S**

- Tabled for next meeting August 9, 2017.
- Need to have the Student Services Mission's and AUO's to be ready for the next meeting.

#### **3. MASTER PLAN UPDATE**

- There are four groups/committees.
  - Rachel and Va are responsible for Enrollment Master Plan (EMC).
  - Emil is responsible Facilities Master Plan (P&F).
  - Boni is responsible for the Information Technology Master Plan (ITC).
  - David is responsible for the Safety and Security Master Plan (Safety sub-Committee).
- We haven't gotten all the data requested to the consultant.
- Dr. Theresa has insisted that we do these master plans now.
- Each group was reminded that the interview information that the consultant has done is on google doc, and they can get it from the EC meeting folder.
  - The group should be reviewing all relevant documentation, such as the HR handbook, faculty handbook, policies & procedures, catalog, student handbook and the old maintenance plan.



# Institutional Planning Committee

## College of the Marshall Islands

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- Assemble all documentation and conduct a prep meeting with the appropriate committee, delegate review of documentation if there's a lot.
  - Then conduct a SWOT Analysis, and this will be the framework to start the master plan.
  - All the master plans are supposed to be final by October 30, 2017.
  - Group Prep Meeting
    - Enrollment Master Plan - July 25 & 26, 2017.
    - Facilities Master Plan - Stevenson will get the date from Emil and sent it to Melinda.
    - Information Technology Master Plan - August 15, 2017.
    - Safety and Security Master Plan - Stevenson will get the date from David and sent it to Melinda.
  - Group SWOT Analysis Schedule
    - Enrollment Master Plan - July 28, 2017 at 9am.
    - Facilities Master Plan - Stevenson will get the date from Emil and sent it to Melinda.
    - Information Technology Master Plan - August 29, 2017.
    - Safety and Security Master Plan - Stevenson will get the date from David and sent it to Melinda.
  - First Draft Deadline
    - Enrollment Master Plan - Aug 11, 2017.
    - Facilities Master Plan - Aug 18, 2017.
    - Information Technology Master Plan - August 31, 2017.
    - Safety and Security Master Plan - August 31, 2017.
  - The president will review the draft master plans and take them to EC and then the master plans will go back to the owner.
    - The owner will work on any comments from the president and EC.
    - Hopefully the Education Master Plan (METO) to do the final draft which is due September 30, 2017.
  - Melinda will interface with the president and find out where the consultants plan is at.
    - The last request was the fact book.
    - Cheryl got the email from Dr. Theresa last week about the requested items.
- 4. MIDTERM REPORT UPDATE & PLANNING CYCLE ITEMS**
- Cheryl, Elizabeth and Melinda met (Writing group).
  - Cheryl and Elizabeth already identify areas in plan that we didn't do it or were doing something different or they don't know what happen.
  - They're going to be series of things come to this committee, it has to do with the Program Review and integrated planning.
  - We created an Integrated Planning Manual but the plan in our accreditation report said we were going to create an Integrated Institutional Master Plan.
  - The master plans are also in the items for the midterm report.



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- We were supposed to provide some oversized has to these groups that are working on the sub plans, and make sure that they do their work done and submit it to the president (EC chair).
- After the meeting the three have decided what they will do over the next week and meet next week and will probably have a list of all the things that they will need help in and IPC will definitely getting items (things got complicated).
  - Process and Timeline for Integrated Planning
    - January - IPC Writes Annual Prioritized College-wide Action Plan with KPI's.
      - It's the list of initiatives (it's in the Budget portfolio).
      - We did this before but we didn't do it in the last cycle.
      - The budget committee didn't do the next step because they didn't get the budget request for each initiatives.
      - Some of the initiatives will be funded and some don't need fund.
      - CMI develop this plan, and if we read the old document it has all the implementation plan, budget and everything.
      - Stevenson volunteer to talk to William about the list of Budget request for each department and will take them to the budget committee.
    - April - Assessment/Data collection for previous year's plans conducted and analyzed for Academic Program Review/Program Review Report.
      - There is a different timeline for Academic and Non Academic.
      - Academic Program Review should be done by August 1, 2017 and by April they should be collecting the data.
      - Only few ask for their data's and help, just has the LA, Developmental, Marshallese Studies and Carpentry (SLO problem).
      - During the Program Review Training Cheryl told the Academic Programs about the timeline and that they need to work on their Program Review. (This was only for the Administration, but some of the Academic Departments attended, like Library, Nuclear Institute, Carpentry and some did it through email.
      - Va reminded them, Cheryl sent them email and some of the Department Chairs approach her and she told them about it.
    - June - Initial budget is submitted to Office of the President and the Board of Regents for review and comments.
      - It was submitted in May.
      - It can be provided in the Boards minutes.
    - June - August - Individual Administrative (non-Faculty) Performance Review Completed.
    - July - August - Prepare/Finalize Budget by adjusting initial budget to final Budget for submission to the Board of Regents.
    - August - Implementation of Academic initiatives and activities.
      - We missed this.



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- Meitaka's (Business Studies), Pamela's (Education and Elizabeth's (LA).
- August 1 - Academic Program Reviews/Program Review Reports due (includes Student Services and Academic Support).
  - Cheryl will sent a copy of the emails that was sent reminding Department Chairs and Melinda will write a follow up.
  - Student Services are following the Non-Academic Program due by October 15.
  - IPC need to direct the Dean the Academic in their symposium.
  - In the symposium there going to be a discussion on the PMS, prior to the symposium there's going to be a training for the academic chairs on how to re-evaluate the PMS documents.
  - There need to be discussions in the symposium on where we are in the PMS and where we are in the Program Reviews.
  - They have 2 week to finalize their Program Review and that their drop dead will be August 24, 2017.
- August - September - Academic Program Reviews and PR Reports are reviewed.
- August - September - Write Individual Faculty Work Plans.
- August - September - Assessment/Data collection for previous year's plans conducted and analyzed for Administrative Program Reviews.
  - Cheryl will sent Melinda the list of all the Administrative PR to start reminding them.
  - Stevenson volunteer to send out the 3 years budget.
  - All of gotten their documents from the IR office.
- September 30 - Implementation of Administrative initiatives and activities for the new cycle.
  - Will have to take this statement out, it doesn't make sense.
  - Melinda will explain the change to Cheryl.
- September - October 14 - Write Administrative Program
- We need to be looking at this every meeting because we're not comfortable with our new cycle yet.

### 5. OTHER BUSINESS

- For the next IPC can we come up with and finalize the assessment and updating of the strategic plan.
- We will have to start working on the Strategic Plan.
- We will review the integrated planning document for the Strategic Plan at the next meeting.

### Future Agenda

1. Unapproved Mission and AUO's
2. Master Plan Update



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3. Accreditation Writing Group Update
4. Assess and Update the current Strategic Plan - Boni
5. Review the Integrated Plan (New Strategic Plan)

### **Meeting adjourned @ 12:05 PM**

Kelly Luce Sebastian, Recording Sec.  
Scribe

IPC  
Reviewed & Approved by

09 - 08 - 2017  
Date approved