



Special Meeting Workshop Minutes - Approved August 09, 2017

Members Present

Melinda Nish
Stevenson Kotton

Va Savu
Cheryl Vila
Kalani Nii

Rachel B. Salomon
Charlynnne Alfred

Guest

Elizabeth Switaj
Wilbert Alik
Werter Olter

Pamela Perkins
Jennifer Seru

Florence Peter
Ernest Canonigo

The meeting was called to order @ 10:30 AM

Agenda Items

- 1. Review and Approval of July 26, 2017 minutes**
- 2. Overview of Academic Program Review and Integrated Planning Cycle**
- 3. Workshop for Chairs**
- 4. Unapproved Mission Statements and AUOs**
- 5. Planning Cycle Items**
- 6. Other Business**
- 7. Adjournment**

Minutes

1. REVIEW OF MINUTES

- Va moved to approve the July 26, 2017 Meeting Minutes, Stevenson seconded the motion. The motion was unanimously approved.

2. OVERVIEW OF ACADEMIC PROGRAM REVIEW AND INTEGRATED PLANNING CYCLE

- Last Fall IPC finalized a new Integrated Planning Cycle and the issue that we're having is getting into the cycle.
- April - Assessment/Data collection for previous year's plans conducted and analyzed for Academic Program Review/Program Review Report.
 - Integrated Planning Cycle Timeline of Activities
- April - May - Individual Faculty Performance Report Completed.



- August - Departments are to develop the next annual work plans with the key performance indicators, assessment plans and academic work plans are supposed to be completed by June.
- August 1 - Academic Program Reviews/Program Review Reports due.
- 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.

3. WORKSHOP FOR CHAIRS

- Cheryl and IPC had a long look at this and we decided that we need to get the academic program review done by August 30th.
 - IPC need to approve the August 30th due date.
 - The Chairs are involved in two really important things;
 - The second review of the PMS documents.
 - The program review.
- Cheryl has been working on the revised program review template, which is easier to use.
 - This template is different from the template IPC approved last Fall 2016.
 - Section 1: LINK TO INSTITUTION
 - CMI Mission Statement (updated)
 - Change from ILOs to ISLO
 - Provide approved Department Mission Statement and Mission approved date.
 - PLO Mapping and provide PLOs approved date.
 - IPC should review AA mission and PLOs
 - Section 2: **POPULATION SERVED**
 - Brief description of users and stakeholders. Show DATA in logbook for service units or DATA about clients/users. Show DATA on students served by the program.
 - In the Spring we'll be doing trainings on Data Analysis.
 - The FactBook excel file was sent out last December. It's on the Factbook Powertools folder. It's on your Google Drive as a folder marked with "w".
 - We need to look at 2016 - 2017 Data for this Program Review.
 - Section 3: **DEPARTMENTAL RESOURCES**
 - Employee, equipment, Facilities and Budget.
 - The point of having the budget portfolio and reflection is to integrate budget planning in the Program Review.
 - In your FY 17 Budget Portfolio;
 - Insert budget report from MIP.



Institutional Planning Committee

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- Include any grant funds (see Grant Coordinator).
- Include any separate funds for IPC/BC approved prioritized initiatives.
- For the Program Review we need to look at our budget 3 years ago in MIP.
 - FABS will provide the budget report if you don't know how to use the MIP, please see either Willie, Johnson, Valyn, Ruthy or Mickson to train you.
 - Last day to use the 2017 budget is August 31 .
 - For MIP you need to look at the summary, daily and if you want to look at the quarterly report email FABS.
- For the Reflection list any trends you see in the spending or needs of your department and also list any area that needs re-alignment.
- We can't change the budget for 2018, we can see what the budget is and could restructure it if needed to, but can not change the amount.
- Section 4: **USER/STAKEHOLDER COMMENTS**
 - IR gave a feedback survey from students last year, but only for the administration unit.
 - IR got a feedback from the Academic Chairs that they want to develop their own survey.
 - And 3 departments did their surveys.
 - For this program review if you did any surveys include your information, if you didn't just comment in that you didn't do any surveys for 2016-2017.
 - Stakeholder comments may be in a survey or any other feedbacks/component about your program.
- Section 5: **DATA, EVIDENCE AND ANALYSIS**
 - Alternately insert the Four-Column Report from TracDat.
 - There are two components to report on: AUO Assessment and Progress Report on Initiatives/Strategic Activities.
 - It'll be easy if you go back to your previous program review and report on all the activities you listed in that program review.
- Section 6: **REMEDIATION**
 - Describing the concerns identified in the Gap Analysis and what will be done.
 - Department Chairs will need to sit and discuss with their departments on what will be done.
- Section 7: **ASSESSMENT PLAN**
 - Summarize everything in your remediation.
 - The chairs should talk to their departments about which SLOs have been assessed in the Fall and Spring.
 - You will need to develop the assessment tools.
 - Total courses in TracDat is 106.



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- There are 55 courses without SLOs in Tractdat. The chairs need to login and enter them and get all the SLOs in TracDat (will need to assess in a regular basis).
- Section 8: **INITIATIVES**
 - No changes.
- Section 9: **DEPARTMENTAL WORK PLAN**
 - This is the work plan for the next implementation cycle.
 - It should summarize all the activities cited in sections 7 and 8 and an implementation plan with regards to time and personnel designation.
- Budget process
 - In August the Program Review is due.
 - In September the Assessments should be done.
 - By December the Program Review goes to IPC for prioritization and goes to BC for allocation.
 - By February the new budget development FY 19.
- Va moved to approve the form has it projected, seconded by Rachel and Stevenson. The Motion was unanimously approved.
- Cheryl will send out the form to the Department Chairs today.
- In TracDat there are 22 Academic Programs.
- Cheryl cannot track the program's mission statement and PLOs in the CC google site.
 - Department Chairs will need to input these to TracDat, provide when they were approved by CAC or approved by CC last year
- There are 6 unit/program mission statements that Cheryl cannot identify when they were approved.
 - ASP
 - Nurse
 - Accounting Clerkship
 - Public Health
 - General Education
 - Nuclear Institute - Approved 12 - Jul - 17.
- Two are not in TracDat
 - Nuclear Institute
 - AA in Business Studies
 - Cheryl have not included the new programs that were approved by ACCJC and these will need to go into TracDat.
- If you need assistances prior to August 22 Cheryl could be available to do a zoom training.
- Reminder: don't edit your old SLOs (turn to inactive) and add the new SLOs starting today.
- We will need to bring the Academic Programs unapproved Missions and PLOs to IPC next meeting along with Student Services AUOs and Mission Statements.



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4. UNAPPROVED MISSION STATEMENTS AND AUO'S

- Tabled for next meeting.

5. PLANNING CYCLE ITEMS

- We have the Budget Development, but will have an offline discussion.

6. OTHER BUSINESS

- Stevenson need the budget numbers, if it can be sent to him (Melinda will have a discussion with Va and Stevenson offline).
- We will have some time during the Faculty Symposium to talk about Program Review and when it fits in the cycle with everybody.
- Reminder: We instituted in this academic schedule 11am - 12pm for meetings no classes.
- The Meeting Schedules should remain the same and Melinda will try to put these schedule on the google calendar
 - EC
 - IPC
 - FS
 - P&F
 - BC
 - ITC
 - CC - first and third Mondays of every month and if they needed second and fourth they would schedule them.
- Reminder: If you have classes that are going out to Ebeye or Jaluit center (DE) remember that Ebeye and Jaluit are also conforming to the 11am - 12pm no classes.

Meeting adjourned @ 12:50 PM

Kelly Luce Sebastian, Recording Sec.

Scribe

IPC

Reviewed & Approved by

13 - 09 - 2017

Date approved