Institutional Planning Committee College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. box 1258 Majuro, Marshall Islands, MH 96960 Tel: (69 Fax: (69 Email: ipc

(692) 625-3291/3843 (692) 625-7203 ipc@cmi.edu

Regular Meeting Minutes - Approved September 13, 2017

Members Present

Melinda Nish Mary Van Auken Rosina Korean Stevenson Kotto Cheryl Vila Kelly Luce Sebastian Va Savu Jacinta Samuel - Rachel's proxy Charlynne Alfred

The meeting was called to order @ 11:15 AM

Agenda Items

- 1. Review and Approval of August 9, 2017 and August 23, 2017 minutes
- 2. Unapproved Mission Statements and AUOs: Student Affairs
 - Admission and Records: Mission
 - Health Center: AUOs
 - > Counseling: Mission
 - Student Leadership: Mission and AUO's
- 3. Unapproved Mission Statements and AUO's Other Departments/Programs → IR, ABE, Land Grant, Grants, FABs, Centers, Non-credit (VCARP, Maritime)
- 4. Master Planning Update
- 5. Review of RSA for IPC
- 6. IPC committee assessment
- 7. Integrated Planning Cycle
 - Program Review issues who does PR? Accountability (late or not submitted)? Quarterly reports?
- 8. Other Business
- 9. Adjournment

Minutes

- 1. REVIEW OF MINUTES
 - Stevenson moved to accept the August 09, 2017 Meeting Minutes. Cheryl and Rosina seconded the motion. The motion was unanimously approved.
 - ➤ Mary moved to approve the August 23, 2017 Meeting Minutes. Cheryl seconded the motion. The motion was unanimously approved with 1 abstention.

2. UNAPPROVED MISSION STATEMENTS AND AUO'S: STUDENT AFFAIRS

Admissions and Records

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- Mission: The department mission is to support the College enrollment and graduation goals through recruitment, admission, and auditing graduation requirements of students
 - Mary moved to approve the Admissions and Records Mission. Rosina seconded the motion. The motion was unanimously approved.

➤ Health Center

- AUOs: 1. access and use more medical services, 2. maintain an accurate account of their own medical records and 3. organize health events within their respective communities.
 - Va moved to approve the Health Center AUO's. Mary seconded the motion. The motion was unanimously approved.
- > Counseling
 - Mission: The Mission of the Counseling Department is to foster an environment of support that enhances students' academic, personal and professional growth as we strive to:
 - 1. promote and support areas in the academic field;
 - 2. promote and support areas in the personal life;
 - 3. promote and support areas in the career field.
 - Mary moved to approve the Counseling Department Mission as amended. Rosina seconded the motion. The motion was unanimously approved.

Student Leadership

- Mission: The Mission of Student Leadership is to provide leadership trainings to students, support student organizations, and provide and implement a student-focused co-curricular program.
 - Cheryl moved to approve the Student Leadership Mission as amended. Stevenson seconded the motion. The motion was unanimously approved with 1 abstain.
- AUO's: 1. Develop strong student leadership skills, 2. engage in academic and non academic activities in a student-focused co-curricular program and 3. actively participate in student organizations
 - Mary moved to approve the Student Leadership AUO's as amended. Stevenson seconded the motion. The motion was unanimously approved.

3. UNAPPROVED MISSION STATEMENTS AND AUO'S OTHER DEPARTMENTS/PROGRAMS

- > IR, ABE, Land Grant, Grants, FABS, Centers, Non-credit (VCARP, Maritime)
- ➤ Tabled for next meeting.

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4. MASTER PLANNING UPDATE

- Safety and Security Master Plan
 - Have seen the most recent draft.
- Enrollment Master Plan
 - Have not seen the most recent draft.
- Plant and Facilities Master Plan
 - Have not seen the most recent draft.
- Information Technology Master Plan
 - Have seen the most recent draft.

5. REVIEW OF RSA FOR IPC

- We changed the title from Vice President of Administration to Vice President of Business and Administrative Affairs.
- We changed the title of Dean of Resource Development to Coordinator for Institutional Grants.
- Va moved to approve the IEC RSA with the changes. Stevenson seconded the motion. The motion was unanimously approved.

6. IPC COMMITTEE ASSESSMENT

> Melinda will send the Assessment once it's been updated for electronic voting.

7. INTEGRATED PLANNING CYCLE

- Program Review issues who does PR? Accountability (late or not submitted)? Quarterly reports?
- ➤ Tabled for next meeting.

8. OTHER BUSINESS

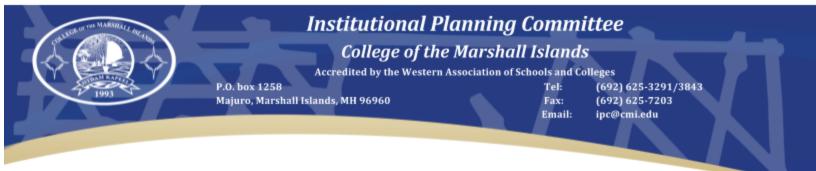
≻ N/A

Meeting adjourned @ 12:21 PM

Next Meeting September 27, 2017.

Future Agenda

- 1. Unapproved Mission Statements and AUO's Other Departments/Programs
 - a. IR, ABE, Land Grant, Grants, FABs, Centers, Non-credit (VCARP, Maritime)
- 2. Report of the Annual report on the Strategic Plan Input Cheryl
- 3. Integrated Planning Cycle



a. Program Review issues – who does PR? Accountability (late or not submitted)? Quarterly reports?

Kelly Luce Sebastian, Recording Sec.IPC27 - 09 - 2017ScribeReviewed & Approved byDate approved