



## **Regular Meeting Minutes - Approved September 13, 2017**

### **Members Present**

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



# 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: (692) 625-3291/3843  
Fax: (692) 625-7203  
Email: ipc@cmi.edu

- 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



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

Kelly Luce Sebastian, Recording Sec.  
**Scribe**

IPC  
**Reviewed & Approved by**

27 - 09 - 2017  
**Date approved**