



Regular Meeting Minutes - Approved September 27, 2017

Members Present

Melinda Nish	Stevenson Kotto	Va Savu
Mary Van Auken	Cheryl Vila	Rachel B. Salomon
Rosina Korean	Charlyne Alfred	Ruthy Maun - Kalani's proxy
Henriette Lani - Kelly's proxy		

The meeting was called to order @ 11:04 AM

Agenda Items

1. Welcome – EC has approved RSA and Assessment
2. Review and Approval of September 13, 2017 minutes
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. Report of the Annual Report on the Strategic Plan Input
6. Integrated Planning Cycle
 - PMS due dates
 - Program Review issues – who does PR?
 - Accountability (late or not submitted)?
 - Quarterly reports?
7. Other Business

Minutes

1. WELCOME
 - The IEC RSA and IEC Assessment were approved electronically after the meeting.
 - The IEC RSA and IEC Assessment were approved from EC.
2. REVIEW OF MINUTES
 - Va moved to accept the September 13, 2017 Meeting Minutes. Mary seconded the motion. The motion was unanimously approved with 1 abstention.
3. UNAPPROVED MISSION STATEMENTS AND AUO'S OTHER DEPARTMENTS/PROGRAMS
 - IR, ABE, Land Grant, Grants, FABS, Centers, Non-credit (VCARP, Maritime)
 - We have to find out about FABS Mission Statement.



Institutional Effectiveness Committee

College of the Marshall Islands

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- ABE, VCARP and Maritime would normally go in the cycle for Academic Program Review (should of finish last month).
 - VCARP submitted its Program Review before the deadline, the Mission need to come to IEC for approval and the PLOs need to be documented that they were approved by CC.
 - Va talked to Edward about his Program Review and his almost done.
- IR AUO's:
 - Stevenson made a motion to approved 2 of the AUOs and recommend to send the other 2 to IT for review and resubmit there AUOs. Va seconded the motion. The motion was unanimously approved.
- Melinda will contact the other units to develop their Mission Statement and AUOs
 - Deadline will be next meeting, October 11, 2017.

4. MASTER PLANNING UPDATE

- Safety and Security Master Plan
- Enrollment Master Plan
 - Did not have the most up to date version, but was presented to EC.
- Plant and Facilities Master Plan
 - Did not have the most recent draft, but was presented to EC.
- Information Technology Master Plan
- Each of these need to link to the Education Master Plan (METO) and the METO draft is with the president.

5. REVIEW OF THE ANNUAL REPORT ON THE STRATEGIC PLAN INPUT - Cheryl

- In the integrated planning cycle, IPC in collaboration with the Office of IR were identified to prepare progress reports on the initiatives identified in the Strategic Plan. Specifically, the report should include two components -
 - A brief summary of the activities that have taken place in the past year directed to achievement of the Strategic Objectives
 - An analysis of progress toward achievement of the Strategic Goals.
- Updating deadline is October 6, 2017.
- We need to look and read the draft.

6. INTEGRATED PLANNING CYCLE

- Program Review issues - who does PR? Accountability (late or not submitted)? Quarterly reports?
 - We have five academic program reviews that have not been submitted.
 - PMS work plans are to be linked to department program reviews.



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- Stanley moved to accept the new dates. Stevenson seconded the motion. The motion was unanimously approved.
 - All Academic Program Reviews must be submitted by October 2, 2017. (Failure to do so will result in no access to non-personnel department funds).
 - All Non-Academic Program Reviews must be submitted by October 15, 2017 (Failure to do so will result in no access to non-personnel department funds).
 - All Academic PMS Work Plans must be completed and submitted to HR by October 20, 2017.
 - All Non-Academic PMS Work Plans must be completed and submitted to HR by November 3, 2017.
- Academic Program Review Task-force review by October 13, 2017.
 - Cheryl
 - Va
 - Elizabeth
- Non-Academic Program Review Task-force review by October 27, 2017.
 - Chery
 - Rachel
 - Charlyne

7. OTHER BUSINESS

- N/A

Meeting adjourned @ 12:09 PM

Next Meeting October 11, 2017

Future Agenda

1. Unapproved Mission Statements and AUO's Other Departments/Programs
 - VCARP
2. Integrated Planning Cycle Update
3. Strategic Plan Update
4. Accreditation Midterm Report Update
5. Master Plan Update
6. Survey Feedback Report - Cheryl

Kelly Luce Sebastian, Recording Sec.
Scribe

IPC
Reviewed & Approved by

11 - 10 - 2017
Date approved