



Regular Meeting Minutes - Approved October 25, 2017

Members Present

Melinda Nish	Stevenson Kotton	Cheryl Vila
Mary Van Auken	Kalani Nii	Rachel B. Salomon
Rosina Korean	Stanley Lorennij	Ricky Bokadrik
Kelly Luce Sebastian	Rigieta Radinikuva Lord	

Va Savu - Excused

The meeting was called to order @ 11:08 AM

Agenda Items

- 1. Welcome**
- 2. Review and Approval of October 11, 2017 minutes**
- 3. Unapproved Mission Statements and AUO's Other Departments/Programs**
 - **To Approve: V-CARP Mission, ABE Mission and PLOs, Land Grant Mission and AUOs, Arrak Center Mission and AUOs, DE Centers Mission and AUOs, Grant Mission and AUOs, Library PLOs**
 - **Academic Mission and PLOs -- need record of IPC approval or IEC approval now; need to discuss at what level mission statements should be written**
 - **Mission statement - Developmental Education Department, Education Department, Liberal Arts Department, Nursing Department, STEM Department**
 - **Business Studies Department has 2 mission statements; one for each program**
 - **PLOs - Education Programs**
 - **some EDU, STEM (?), Dev Ed Math**
- 4. Master Planning Update --will receive METO draft by Nov 1; Master plans due by Nov 30**
- 5. Report of the Annual Report on the Strategic Plan - need to update responsible office**
- 6. Integrated Planning Cycle**
 - **PMS due dates – UPDATE – Academic due 10/20, Non-Academic due November 3 (1 week extension?)**
 - **PR update for Academic PR**
 - **PR Update for Non-academic PR (1 week extension)**
 - **Quarterly reports - working group**
 - **Next phase is prioritization -- discuss timing**
- 7. Other Business**



Institutional Effectiveness Committee

College of the Marshall Islands

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P.O. box 1258
Majuro, Marshall Islands, MH 96960

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

Minutes

1. WELCOME

2. REVIEW OF MINUTES

- Stanley moved to accept the October 11, 2017 Meeting Minutes with the change. Rigieta seconded the motion. The motion was unanimously approved.

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

- To Approve: V-CARP Mission, ABE Mission and PLOs, Land Grant Mission and AUOs, Arrak Center Mission and AUOs, DE Centers Mission and AUOs, Grant Mission and AUOs, Library PLOs
 - **Vocational Carpentry Mission:** The mission of the Vocational Carpentry program is to providing quality, non-credit vocational courses for students to gain employment, pursue post-secondary education, and develop an appreciation for lifelong learning.
 - Melinda moved to approve the Vocational Carpentry Mission. Rosina seconded the motion. The motion was unanimously approved.
 - **Maritime Vocational Training Center Mission:** The mission of the Maritime Vocational Training Center is to provide quality, non-credit educational services to students who desire maritime-related vocational training opportunities.
 - Stevenson moved to approve the Maritime Vocational Training Center mission. Mary seconded the motion. The motion was unanimously approved.
 - **Library PLOs** "Upon successful completion of services rendered, the students will be able to: **1.** use clean, inviting and adequate library space with convenient library hours for its services. **2.** access library resources and services. **3.** follow library policies and procedures after orientation and workshop activities and interaction with library staff. **4.** acquire and use information effectively for personal growth and academic learning".
 - Melinda moved to approve the Library PLO's. Rachel and Stevenson seconded the motion. The motion was unanimously approved.
 - **Adult and Continuing Education mission:** The mission of the Adult and Continuing Education is to provide quality Adult Basic Education (ABE) for a high school equivalency and non credit Career/Technical Education (CTE) to students so that they acquire the necessary skills to become self sufficient and to participate effectively as productive citizens.
 - Mary moved to approve the Adult and Continuing Education Mission as projected. Rachel seconded the motion. The motion was unanimously approved.
 - **Land Grant Mission**



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- Need to revise, add Aquaculture and Agriculture and remove second sentence.
- **Arrak Mission:** The mission of Arrak campus is to facilitate and sustain an innovative and entrepreneurial environment that provides vocational programs, Land Grant research services, and other programs that meet the needs of the community.
 - Mary moved to approve the Arrak Mission. Rachel and Rosina seconded the motion. The motion was unanimously approved.
- **ABE PLOs:** . The students will be able: **1.** to interact with the academic content of reading, writing, listening and speaking whilst demonstrating the ability to think critically. **2.** understand and construct their knowledge and meanings of scientific, technological and mathematical concepts and theories. **3.** apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live. **4.** further their education or secure employment
 - Stevenson moved to approve the ABE PLO's as projected. Rachel seconded the motion. The motion was unanimously approved.
- **Continuing Education PLO: 1.** The students will be able to demonstrate the necessary skills to acquire employment in their areas of study.
 - Rachel moved to approve the Continuing Education PLO as projected. Stevenson and Rosina seconded the motion. The motion was unanimously approved.
- **Jaluit/Ebeye Center Mission:** The mission of the CMI Jaluit/Ebeye Center is to provide quality academic and support services to Adult Basic Education programs, DE students, and other programs while building a strong multidirectional relationship with its students, community and the high schools.
 - Stevenson moved to approve Jaluit/Ebeye Center Mission as projected. Mary seconded the motion. The motion was unanimously approved.
- **Jaluit/Ebeye Center AUOs:** Upon successful completion of services rendered, the students will be able to: **1.** work towards completion of their programs. **2.** effectively interact with lecturers and peers using technological mediums.
 - Stevenson moved to approve the Jaluit/Ebeye Center AUOs as projected. Rachel seconded the motion. The motion was unanimously approved.
- **Grants Coordination Mission:** The mission of the CMI Grant Coordinator's office is to provide high quality information and support for external funding of programs which address educational priorities and goals.
 - Mary moved to approved the Grants Coordination Mission. Rachel seconded the motion. The motion was unanimously approved.



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- Academic Mission and PLOs - need record of IPC approval or IEC approval now; need to discuss at what level mission statements should be written
 - Mission statement - Developmental Education Department, Education.
 - Department, Liberal Arts Department, Nursing Department, STEM Department
 - If CC Chair Mary can inform the different departments to provide IEC with their Mission Statements.
 - Business Studies Department has 2 mission statements; one for each program.
 - If CC Chair Mary can ask the department to combine the 2 Missions into 1 Mission on IEC behalf.
 - PLOs - Education Programs
 - A discussion is needed, small group.
 - The group need to meet with Education Department on how to combine and write PLOs for their programs.
 - Education Department do not have PLO for CCT.
 - Education Department as PLOs for BA and AS.
 - If CC Chair can bring this up to CC.
 - some EDU, STEM (?), Dev Ed Math
 - Developmental English Department will report on the Developmental English courses in its Program Review.
 - STEM Department will report on the Developmental Math courses on its Program Review.

- 4. MASTER PLANNING UPDATE - WILL RECEIVE METO DRAFT BY NOV. 1; MASTER PLANS DUE BY NOV. 30**
 - Tabled for next meeting.

- 5. REPORT OF THE ANNUAL REPORT ON THE STRATEGIC PLAN - NEED TO UPDATE RESPONSIBLE OFFICE**
 - Tabled for next meeting.

- 6. INTEGRATED PLANNING CYCLE**
 - PMS due dates – UPDATE – Academic due 10/20, Non-Academic due November 3 (1 week extension?)
 - PR update for Academic PR
 - PR Update for Non-academic PR (1 week extension)
 - Quarterly reports - working group
 - Next phase is prioritization -- discuss timing

- 7. OTHER BUSINESS**



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- Cheryl will take the rest of the agenda items and write an informational email to send it out to the members.

Meeting adjourned @ 12:10 PM

Next Meeting November 8, 2017

Kelly Luce Sebastian, Recording Sec.
Scribe

IEC
Reviewed & Approved by

22 - 11 - 2017
Date approved