



## **Regular Meeting Minutes - Approved November 08, 2017**

### **Members Present**

Cheryl Vila	Melinda Nish	Stevenson Kotto
Mary Van Auken	Kalani Nii	Rachel B. Salomon
Rosina Korean	Rigieta Radinikuva Lord	Va Savu
Kelly Luce Sebastian		

### **The meeting was called to order @ 11:04 AM**

### **Agenda Items**

1. **Welcome**
2. **Review and Approval of October 25, 2017 minutes**
3. **Unapproved Mission Statements and AUO's Other Departments/Programs**
  - **To Approve: Land Grant Mission and AUOs, Grant AUOs**
  - **To Approve: Liberal Arts Department Mission & Nursing and Allied Health Department Mission.**
  - **Approved IEC motion for Mission/AUO/PLO documentation**
4. **Master Planning Update**
5. **Annual Report on the Strategic Plan**
6. **Integrated Planning Cycle**
  - **PR Results - Accepted and Not Accepted**
    - **Consequence for "Not Accepted" PR**
  - **PMS Update**
    - **Non faculty 1st cycle due date - Nov 17**
    - **Non faculty 2nd cycle due date - ????**
  - **Next phase is prioritization -- discuss timing**
  - **Quarterly reports - working group**
  - **Integrated Planning Timeline - working group**
7. **Other Business**
  - **Unresolved issues:**
    - **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, Nursing Department, STEM Department**
      - **Business Studies Department has 2 mission statements; one for each program**
      - **PLOs - Education Programs**



# Institutional Effectiveness 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  
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### ➤ Future Agenda Items

- **CCSSE 2018 Survey**
  - Custom survey items

## Minutes

### 1. WELCOME

### 2. REVIEW OF MINUTES

- IEC recording secretary will send out the October 25, 2017 meeting minutes for e-voting.

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

- To Approve: Land Grant Mission and AUOs, Grant AUOs
  - **Land Grant Mission:** The mission of the Land-Grant program is to promote skills in Agriculture, Aquaculture and Food Technology to the people of the Marshall Islands through research, extension and informal education.
    - Stevenson moved to approve the Land Grant Mission as projected. Va seconded the motion. The motion was unanimously approved.
  - **Land Grant AUOs**
    - The AUOs will be sent back to Stanley.
    - Stevenson will email and sit with Stanley to look at their annual plans.
  - **Arrak AUOs**
    - The AUOs will be sent back to Stanley to write it from the student's perspective.
    - Suggestion: Stanley will need to look at the Jaluit/Ebeye AUOs.
  - **Grant AUOs**
    - Grant Office did not submit any AUOs.
- To Approve: Liberal Arts Department Mission & Nursing and Allied Health Department Mission
  - **Liberal Arts Department Mission:** The mission of the Liberal Arts Department is to provide students with a multidisciplinary educational experience that serves as the foundation for further study, employment in a variety of fields, and future contributions within the RMI and beyond.
    - Mary moved to approve the Liberal Arts Department Mission. Va seconded the motion. The motion was unanimously approved.
  - **Nursing and Allied Health Department Mission:** The mission of the Nursing & Allied Health Department is to provide quality, student centered nursing and allied health education to Marshallese people and other students who desire a career in these fields.



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- Stevenson moved to approve the Nursing and Allied Health Department Mission as projected. Va and Rigieta seconded the motion. The motion was unanimously approved.
- Approved IEC motion for Mission/AUO/PLO documentation
  - In the past, we made a motion that we're going to document all the Missions and AUOs/PLOs where in the Vice Presidents, IEC Chair and the supervisor of the unit are going to sign.
  - Mary moved that we're not going to have a formal document with signatures listing the Missions and AUOs/PLOs for each unit but we're going to have an approve by date on the program review document and minutes. Rosina seconded the motion. The motion was unanimously approved.

#### 4. MASTER PLANNING UPDATE

- The President as release a first draft of the METO to the Vice President's and the VP's need to provide their feedbacks by Monday and the president will present the METO to the EC on Wednesday.

#### 5. ANNUAL REPORT ON THE STRATEGIC PLAN

- Cheryl send an email for e-voting to accept the annual report on the strategic plan and also with the suggestion that this should be brought up to EC but nobody responded to the email.
- Melinda moved to accept the Strategic Plan report. Mary seconded the motion. The motion was unanimously approve with 1 abstention.

#### 6. INTEGRATED PLANNING CYCLE

- PR Results - Accepted and Not Accepted
  - We have 6 Program Review (unit) not accepted and a notice has been sent.
    - Counseling
    - Recreation, Athletic and Fitness Center
    - Safety and Security
    - Physical Plant
    - Carpentry
    - HR
  - Consequence for "Not Accepted" PR
    - They will not have access to non-personnel department funds.
    - Stevenson moved that the next deadline is November 24, 2017. Rigieta seconded the motion. The motion was unanimously approved.
- PMS Update
  - Non faculty 1st cycle due date - Nov 17
    - This date was approved by EC.
  - Non faculty 2nd cycle due date



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- The 2nd cycle is due date has not been announced.
- The PEMC has a meeting on November 21, 2017.
- There will be a mandatory PMS meeting over the weekend with all the area who need help.
- Next phase is prioritization -- discuss timing
  - Cheryl will create the excel sheet for prioritization starting Monday November 13, 2017 and ending December 8, 2017.
  - We need to produce 3 list:
    - All units that need prioritization one time funding only.
    - Reprogramming base on their initiative and prioritises.
    - Have to go through the budget committee.
- Quarterly reports - working group
  - Tabled for next meeting.
- Integrated Planning Timeline - working group
  - Tabled for next meeting.

### 7. OTHER BUSINESS - Tabled for next meeting.

- Unresolved issues:
  - 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, Nursing Department, STEM Department
    - Business Studies Department has 2 mission statements; one for each program
- Future Agenda Items
  - CCSSE 2018 Survey
    - Custom survey items

**Meeting adjourned @ 12:12 PM**

**Next Meeting November 22, 2017**

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

IEC  
**Reviewed & Approved by**

22 - 11 - 2017  
**Date approved**