



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
Email: iec@cmi.edu

Regular Meeting Minutes - Approved December 13, 2017

Members Present

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

The meeting was called to order @ 11:14 AM

Agenda Items

1. Welcome
2. Review and Approval of November 22, 2017 minutes
3. Unapproved Mission Statements and AUO's Other Departments/Programs
 - Land Grant AUOs
 - Arrak AUOs
 - Grant AUOs
4. Master Planning Update - in review
5. Integrated Planning Cycle
 - PR Update
 - Safety, Physical Plant, Counseling are still development
 - Arrak is accepted
 - Carpentry re-submitted but no SLO assessment
 - Nothing from HR, Land Grant and Grants Office
 - Assessment Report
 - PMS Update - Non faculty work plans due December 22, 2017
 - Prioritization Update – only three members completed - must finalize by December 15
 - Quarterly reports - (Cheryl, Stanley, Stevenson)
 - Integrated Planning Timeline – (Cheryl, Va, Stevenson)
6. Other Business
 - Midterm Report – need EC and BC meeting minutes
 - 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 (ask Mary for update), Education Department, Nursing Department, STEM Department
 - Business Studies Department has 2 mission statements; one for each program – Still at CC
 - PLOs - Education Programs
 - Future Agenda Items



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

Minutes

1. WELCOME

2. REVIEW OF MINUTES

- Rachel moved to approved the November 22, 2017 meeting minutes. Rosina seconded the motion. The motion was unanimously approved.

3. UNAPPROVED MISSION STATEMENTS AND AUO'S OTHER DEPARTMENTS/PROGRAMS - LAND GRANT AUOs, ARRAK AUOs AND GRANT AUOs

- The 3 units under the President have not submit any revised AUOs.
- **Motion:** Va moved that we sent a second reminder with a mild word of warning that deadline is this Friday, December 15, 2017 for the AUOs. Rachel seconded the motion. The motion was unanimously approved.
 - Grant was told in September or October that she needed to prepare a Program Review and needed to get in the AUOS and Mission Statement.
- Va brought up that we shouldn't have any unit reporting to the President, should have only the VP's and Deans sitting in position reporting to the President.
- Cheryl will email the 3 units and copy in their supervisor.
 - The email will state that they have not submitted their AUOs
 - Even after an extended period time since we first inform them.
 - Set the deadline which is Friday December 15, 2017.
 - Copying their supervisor, Dr. Theresa Koroivulaono.

4. MASTER PLANNING UPDATE

- The VP's and President will have another meeting regarding the Master Plan.
- The planning for the Master Plan will be delay and the next plan of action is a meeting among the Administrators and President.
- We still don't know when we can look the Master Plan.
- Melinda and Stevenson need to go through the draft.

5. INTEGRATED PLANNING CYCLE

- PR Results - Accepted and Not Accepted
 - Safety, Physical Plant, Counseling are still development
 - Safety and Security
 - Safety is actually complete but does not have any supporting datas for his assessment.



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- CCTV - if he can get it from IT.
- NSO - since not all NSO student attended his presentation he did not achieve his benchmark.
- Va moved that we still do not accept Safety and Security Program Review. Mary seconded the motion. The motion was unanimously approved.
- Physical Plant
 - They did not use the new template.
 - The assessment data is copied from last years Program Review, even the results and benchmark.
 - Va will email Emil that she can assist and will also email their supervisor.
- Counseling
 - Almost done.
- Arrak is accepted
 - They do not have any AUO assessment, they have only their AUO assessment plan.
- Carpentry re-submitted but no SLO assessment
 - Their department chair didn't leave the SLO assessment analysis that was submitted to him.
 - They do not have an SLO training.
 - From Ruth's time, she does the SLO training on tracdat almost every Orientation and symposium.
 - It is recognized that the issues behind the unacceptability of the program review are beyond the scope and authority of those who were involved in the writing of the report and that these issues need to be addressed at the college level such as:
 - lack of a full time department chair
 - low student enrollment
 - inadequate data
 - Mary moved that we do not accept the Program Review and that the committee decided to waive the consequence for "not acceptable" Program Review reports. Va seconded the motion. The motion was unanimously approved.
 - Conditions:
 1. Coordinate closely with the Student Services Department in all of its recruitment efforts
 2. Attend the Tracdat and assessment training during the Faculty Symposium in January (Max, Jude, Stanley, John and Edward).



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- Nothing from HR, Land Grant and Grants Office
 - HR submitted, Cheryl gave it back and have not received the revise Program Review.
 - She was reporting on the activity but not on the assessment.
 - Cheryl and Melinda will talk to Stevenson about the 3 units.
 - Land Grant and Grant are new.
 - Stevenson will follow up with Stanley and Melinda will follow up with Charlyne.
- Assessment Report
 - Cheryl already send out the Assessment report for review.
- PMS Update -
 - Non faculty work plans due December 22, 2017.
 - Members: Stevenson (Chair), Agnes, Melinda, Ruthy and Anges.
- Prioritization Update
 - Only three members completed - must finalize by Friday December 15 at 10am.
- Quarterly reports - (Cheryl, Stanley, Stevenson)
 - The committee have not met.
 - Melinda, Stevenson and Cheryl will meet today at 2pm.
- Integrated Planning Timeline – (Cheryl, Va, Stevenson)
 - The committee have not met.

6. OTHER BUSINESS -- UNRESOLVED ISSUES:

- Midterm Report – need EC and BC meeting minutes
 - Melinda spoke to Stevenson that we need budget committee minutes (missing some) and got to talk to Mommy and Dr. Theresa about EC.
 - Should have it out early January.
- **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 (ask Mary for update), Education Department, Nursing Department, STEM Department
 - Developmental education Department - That the Developmental Department be renamed Developmental English and that the four STEM PLOs currently listed for Developmental be moved to STEM to make reporting more consistent.
 - Melinda and Cheryl will write the recommendation for the senate and EC.
 - Business Studies Department has 2 mission statements; one for each program – Still at CC
 - Mary will resent the Mission statement.
 - PLOs - Education Programs



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- Education Department - Cheryl talked to Pamela and she was actually thinking of having a set of PLOs for each of the advance specialization.
- Future Agenda Items
 - CCSSE 2018 Survey
 - Custom survey items
 - Others

Meeting adjourned @ 12:14 PM

Next Meeting December 27, 2017

Agenda

1. Draft Reorganization

Kelly Luce Sebastian, Recording Sec.

Scribe

IEC

Reviewed & Approved by

17 - 01 - 2018

Date approved