



Regular Meeting Minutes - Approved February 15, 2018

Members Present

Cheryl Vila	Theresa Koroivulaono	Stevenson Kotton
Mary Van Auken	Rigieta Radinikuva Lord	Va Savu
Rosina Korean	Thurston Loeak	Rachel Salomon
Kelly Luce Sebastian		

The meeting was called to order @ 12:10 PM

Agenda Items

1. **Welcome**
2. **Review and Approval of February 6, 2018 minutes**
3. **Accreditation**
 - **Midterm Report**
 - **Protocol for BAEE Accreditation**
4. **Master Plan METO Update**
5. **Integrated Planning Cycle**
 - **PR Update –**
 - **HR and Land Grant – for revision**
 - **Grant – not yet submitted**
 - **Assessment Report – lessons learned**
 - **PMS Update --- Status of 2nd cycle PMS work plans**
 - **Prioritization Update – Update from BC**
 - **Quarterly reports - (Cheryl, Stanley, Stevenson)**
 - **Integrated Planning Timeline – (Cheryl, Va,Stevenson)**
6. **Other Business**
 - **Unresolved issues:**
 - **Strategic Plan 2019 - 2023**
 - **CCSSE FYI to Students**
 - **Academic Departments 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**



Institutional Effectiveness Committee

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Minutes

1. WELCOME

2. REVIEW OF MINUTES

- Rachel moved to approve the February 06, 2018 meeting minutes. Mary and Rosina seconded the motion. The motion was unanimously approved with 2 abstentions.

3. ACCREDITATION

- Midterm Report
 - Dr. Theresa sent the midterm report to the Board of Regents and is awaiting responses.
 - Will get their feedback in the Board Meeting next Tuesday (February 20, 2018).
 - Dr. Theresa requested that IEC have its co-chair prepare a short summary for the BOR Academic Sub-Committee meeting Tuesday 9am.
 - Cheryl is inviting Va and Rachel to join her in the meeting.
 - Timeline will be a week to finalize the report and the target date to send it to ACCJC is March 1, 2018 (online submission by email).
- Protocol for BAEE Accreditation
 - Have not had any meetings so far.
 - Updated the Library Director regarding the electronic database for the Library that needs to be shared and taught to the BAEE Students.
 - The members should include Education Department Chair, Dean of Student Services, Counseling (1) and Library (1).

4. MASTER PLAN METO UPDATE

- The METO is undergoing another revision.
- The four master plans can work on the draft.
 - The changes made to the draft will come from the data sent by PSS.
 - How many students leave High School with their diplomas and what are the trends?
 - Those who don't have High school diplomas - the unofficial youth unemployment is 58.8%.
- Timeline for the METO Master Plan.
 - The delivery date for the Board is at their May meeting this year.
- Dr. Theresa suggested that IEC consider a half day workshop where we'll work together on a Saturday; all four master plan Committees can work together and she'll talk to Stevenson about financing these workshops.
- Cheryl will work with Dr. Theresa regarding the timeline for the four linked plans to the METO and she'll send out an email to the lead person for the plans to do their 4 -5 hour meetings.



5. INTEGRATED PLANNING CYCLE

➤ PR Update

- HR and Land Grant - for revision
 - Stevenson will double check with Agnes regarding the HR PR.
 - Stanley missed to fill some parts of the PR template.
- Grant
 - Just submitted today.
- Assessment Report
 - The Program Review Results.
 - At this point 100% of the identified units have submitted a Program Review.
 - At this point 90% of programs completed an "Acceptable" program review.
 - Program Review Report Highlights
 - LA - for putting out a plan to assess their PLOs.
 - Dev Ed. - for doing the program review as a group - team effort.
 - Developmental Education, Liberal Arts, Marshallese Studies, Nuclear Institute, Education, Academic Support Program and Student Leadership program reviews went above and beyond the basic "Acceptable" definition of the program review and/or were submitted as "Acceptable" in the first submission.
 - Marshallese Studies program review needed minor revisions after the first review, the report is commendable; well written narratives with working links; format and layout is also well done.
 - Academic Support program review report is also well written. All sections are complete, supported by data and have detailed narratives.
 - Nuclear Institute has meaningful initiatives which are very student focused.
 - Education and Student Leadership program reviews submitted as "Acceptable" in the first submission.
 - Education Department program review reports on Distance Education data as well as on NSSP. Also, in this cycle, the 3+1 program has been officially reported as "no longer necessary".



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- MVTC is only offering one of its four training certificates. The other 3 trainings are not offered due to the lack of basic equipment and materials. The department is only utilizing the NTC grant to purchase its equipment and materials and that the CMI allocated budget for the department is not being utilized. SLO assessments are based on industry approved test materials and standards.
 - ◆ Rigieta will talk to Edward and report back in the next meeting.
- Fall 2016: all nursing courses were not assessed and only 1 VCARP course has at least 1 SLO assessment.
- Out of the 107 SLO assessments in Fall 2016, 72% of the benchmarks were met.
- Out of the all the courses offered for Fall 2016, only 81% have at least 1 SLO assessment in Tracdat.
 - Adjunct Classes - In the past we didn't require adjuncts to SLO Assessment and they would usually bring their grades to the department chair to do their entry.
 - Last fall adjuncts were required to work with their department chairs to identify the SLO they will assess and to input them in Tracdat.
 - Archiving some of the courses - There are some courses that have not been taught.
 - No one to teach them, no one interested in them or no use for them - going to archive the courses not delete them.
- 76% of the 91 SLO assessments for Spring 2017 entered into Tracdat have met the set benchmarks.
- Out of the 87 unique courses offered for Spring 2017, 69% have at least 1 SLO assessment in Tracdat.
- 65% of AUO assessments were met. Most AUO assessment strategies need to be changed or improved.
- Training is needed in the following -
 - ◆ Data collection and summary and analysis of data
 - ◆ Setting assessment strategies, KPIs and Benchmarks; Tracdat
 - ◆ Budget reading and analysis; MIP



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- ◆ Program Review Report Task Force member norming sessions
- ◆ Course Outline writing for ABE and Carpentry faculty
- The Director of IRA should not be a member of the Task Force that reviews the reports as it is the position's essential function to help unit heads with the program review
- STEM Department must have the STEM-related PLOs of the Developmental Education Program PLOs.
- PMS Update - Status of 2nd cycle PMS work plans
 - No report yet but they have a meeting next week.
 - Faculty's work plans are ok.
- Prioritization Update - update from BC
 - Stevenson needs to sit individually with the department chairs because he has not received their break down/itemization.
 - One time payment and continuing initiatives need clarification.
 - Stevenson will sit with the department chairs and Lina will do the non-academic sections.
 - Deadline next week Friday (approved list from BC) and will send it to Cheryl.
- Quarterly reports - (Cheryl, Stanley, Stevenson)
 - There will be one working group which is the Integrated Planning Timeline group.
- Integrated Planning Timeline – (Cheryl, Va, Stevenson)
 - Form a sub-committee for the Integrated Planning Timeline and will meet for 2 months.
 - Members are Cheryl, Va and Stevenson and the meeting is next Saturday (February 24, 2018) after lunch.
 - We really need to change the Integrated Planning timeline; some of the components do not reflect what's happening.
 - The PMS needs to be described well in the Integrated Planning Timeline.
 - We will also need to change the diagram.

6. OTHER BUSINESS

- Strategic Plan 2019 - 2023
 - The planning and development should start from June through December.
 - The VPBAA is going to lead the development of the Strategic Plan.
- CCSSE FYI to Students
 - Cheryl asked that the Student representative inform the student body that IR is conducting the CCSSE survey this semester and that the students inputs/feedback are valued by the College.
- Others/Announcement



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- Dr. Theresa worked on a proposal asking Land Grant for \$100K birthday gift as institutions celebrating 25 years of existence and we were granted \$75K.
- This money will make sure that all of the electronic database subscriptions to all the centers are equally or equitably accessible and for the faculty to have more updated laptops like Macbooks and Microsoft surface pro.
- This will facilitate the IQBE project that is funded by the ADB. CMI is partnering with USP and PSS in the IQBE project.
 - Cheryl is working with Faculty to conduct assessment training next week with the Dev. Ed. Department.
 - First week of March, Cheryl will do 2 full day training sessions with all unit directors on the Program Review and excel (data collection).

7. Unresolved issues:

- Academic Departments' 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.

Meeting adjourned @ 1:14 PM

Next Meeting February 28, 2018

Kelly Luce Sebastian, Recording Sec.
Scribe

IEC
Reviewed & Approved by

28 - 03 - 2018 &
03 - 02 - 2018
Approved By Electronic Votes
Date approved