



Regular Meeting Minutes - Approved January 17, 2018

Members Present

Melinda Nish	Theresa Koroivulaono	Stevenson Kotton
Mary Van Auken	Cheryl Vila	Kalani Nii
Rosina Korean	Rigieta Radinikuva Lord	Kelly Luce Sebastian
Charlyne Alfred		

The meeting was called to order @ 11:05 AM

Agenda Items

1. **Welcome**
2. **Review and Approval of December 13, 2017 minutes**
3. **Unapproved Mission Statements and AUO's Other Departments/Programs**
 - Land Grant AUOs
 - Arrak AUOs
 - Grant AUOs
4. **Master Planning Update -- draft METO released**
5. **Integrated Planning Cycle**
 - PR Update –
 - Safety, Physical Plant, Counseling
 - Nothing from HR, Land Grant and Grants Office
 - Assessment Report
 - PMS Update --- Non faculty work plans due December 22, 2017 ?
 - Prioritization Update – sent to BC
 - Quarterly reports - (Cheryl, Stanley, Stevenson)
 - Integrated Planning Timeline – (Cheryl, Va, Stevenson)
6. **Other Business**
 - Midterm Report – update
 - 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



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

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Minutes

1. WELCOME

2. REVIEW OF MINUTES

- Cheryl moved to approved the December 13, 2017 meeting minutes. Stevenson seconded the motion. The motion was unanimously approved.

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

- Cheryl haven't received anything from them yet.
- Melinda will follow up with Stanley and Dr. Theresa.
- Grant AUO: **Upon successful completion of services rendered by facilitating the obtention of new grants and coordinating existing grants CMI Students will be able to have access to more programs and services from the college through external funding.**
 - Cheryl moved to approve Grant AUO. Rigieta seconded the motion. The motion was unanimously approved.

4. MASTER PLANNING UPDATE - DRAFT METO RELEASED

- Melinda presented the METO draft.
- Melinda and Stevenson will need to make sure the master plans intergate to this draft plan.
- The METO has five goals:
 - Student success;
 - Blended learning;
 - Economic and Community Development;
 - Sustainability of Human, Fiscal, and Physical Resources; and
 - Entrepreneurship.
- The discussion will need to be in EC and IEC role is to facilitate the 4 Master Plans and that the timeline is being followed.
- The 4 Master Plans have to be ready for Board approval in May.
 - The Master Plans will need to be finalize and go to their own committee structure, senates and EC.
 - Every standing committee can provide their recommendations.
- Melinda discuss that she didn't see from the internal and external scan a clear link for online/Blended learning.
- Review process
 - This is a discussion that they'll have in EC.
 - The process will need to align with all of the other systems in place - Integrated Planning cycle.
 - The timeline need to accommodate the fact that the next strategic plan runs from 2019-2023.



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- Cycle
 - Have all the master plan approved by April and go to Board in May.
 - Strategic Plan will go to Board by November.

5. INTEGRATED PLANNING CYCLE

- PR Update
 - Cheryl sent out an email yesterday to the unit directors.
 - Counseling and Safety and Security approved.
 - Stevenson is reviewing Physical Plant.
 - Waiting for the HIPPO reports - activity evidences.
 - Nothing from HR, Land Grant and Grants Office
 - HR is done and forwarded to Cheryl.
 - Land grant not yet.
 - Dr. Theresa will talk to Stanley about this and also about the deadline.
 - Grant will submit hers to Cheryl.
 - Assessment Report
 - Cheryl already send out the Assessment report for review.
- PMS Update - Non faculty work plans due December 22, 2017?
 - Non-Faculty PEMC meeting is tomorrow at 12pm.
 - A communication needs to sent out after the meeting tomorrow.
 - Timeline - Everything will be done by the end of this month.
- Prioritization Update - sent to BC
 - Only 2 of the members didn't do it.
 - The chair will need to re-enforce that prioritizing the initiatives are required.
 - We have continuing confusion where people keep putting into PR initiatives to be consider ongoing.
 - We need to go back to every program that gave us something and tell them what the disposition is from the Budget committee.
 - We could separate them - one time request and ongoing request.
- Quarterly reports - (Cheryl, Stanley, Stevenson)
 - The committee have not met.
 - There will be a meeting next week Monday January 22 at 2pm.
- Integrated Planning Timeline – (Cheryl, Va, Stevenson)
 - The committee have not met.
 - There will be a meeting next week Monday January 22 at 3pm.

6. OTHER BUSINESS -- UNRESOLVED ISSUES:

- Midterm Report – Update



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- It was distributed to everybody - Cheryl and Melinda have been working through it to identify all our missing evidences.
 - Website need to be updated.
- The accreditation team will be visiting us on October.
- **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.
 - These were part of CC's discussion on Monday.
 - 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 - still working on it.
 - They had some training but still not getting there with it.
- Future Agenda Items
 - Read the Assessment Report - what we do?
 - Look at the website - need to be accurate.
 - METO - read it
- Others/Announcement
 - Share to your constituents that a survey for employee will be sent out for this semester, its called "Great Colleges to Work For".
 - It will be out By March.
 - Staff Senate met and they took a vote that Managers would have a separate employee organization.
 - Managers are Management 1, 2 or professional 3.
 - The two group will need to meet again to determine who their representatives are.

Meeting adjourned @ 12:00 PM

Next Meeting January 31, 2018

Kelly Luce Sebastian, Recording Sec.
Scribe

IEC
Reviewed & Approved by

06 - 02 - 2018
Date approved