



Regular Meeting Minutes - Approved February 28, 2018

Members Present

Cheryl Vila	Theresa Koroivulaono	Stevenson Kotton
Mary Van Auken	Tarry Henson (proxy for Rigi Lord)	Thurston Loek
Rosina Korean	Mickson David (proxy for Kelly Sebastian)	Kalani Nii

The meeting was called to order @ 12:10 PM

Agenda Items

1. **Welcome**
2. **Review and Approval of February 15, 2018 minutes**
3. **Accreditation**
 - **Midterm Report**
 - **Protocol for BAEE Accreditation**
4. **Master Plan METO Update**
 - **EMP, ITMP, FMP & SSMP: First read (at EC): March 28; Second and final read: May 2.**
 - **METO: Second read: March 28; Final read: May 2.**
 - **Submission of the METO, EMP, ITMP, FMP & SSMP to the BOR: May 29, 2018.**
5. **Integrated Planning Cycle**
 - **PR Update –**
 - **Ongoing assessment training**
 - **PMS Update --**
 - **Prioritization Update – Update from BC**
 - **Quarterly reports -- (Cheryl, Stanley, Stevenson)**
 - **Integrated Planning Timeline – (Cheryl, Va, Stevenson)**
 - **Strategic Plan --**
6. **Other Business**
 - **CCSSE –**
 - **Great Colleges To Work For –**
 - **Website – missing information**
 - **Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1**
 - **ABE**
 - **Dual Enrollment**
 - **Upward Bound**



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

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**

Minutes

1. WELCOME

2. REVIEW OF MINUTES

- February 15, 2018 minutes will be sent for electronic vote

3. ACCREDITATION

- Midterm Report - Submitted to ACCJC February 28, 2018 after thorough review on Monday by Elizabeth, Theresa, and Cheryl. As general observations - we still have difficulty tracking evidence. We must do a better job of maintaining the website.
- Protocol for BAEE Accreditation A committee was formed by Va which included the Director of the Library, Chair of Education, one member from the counseling Department, Rachel and Cheryl. There are actions that have been identified now that need to be completed by the October ACCJC visit. Group will be meeting Thursday (February 19) at 5:00 pm.

4. MASTER PLAN METO UPDATE

- EMP, ITMP, FMP and SSMP: First read (at EC): March 28; Second and final read: May 2.
- METO: Second read: March 28; Final read: May 2.
- Submission of the METO, EMP, ITMP, FMP & SSMP to the BOR: May 29, 2018. Information has been received from PSS showing trend information of Middle School students graduating to High School and High School students to diploma. It would appear that for every 100 students graduating into ninth grade only about half actually graduate from High School.

5. INTEGRATED PLANNING CYCLE - After the Board approval, the METO plans will come back to IEC to make sure of implementation and to be the basis of the new strategic plan.



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- PR Update – Ongoing assessment training is underway or completed for academic departments. There will be assessment training for all administrative unit heads the last week of March
- PMS Update - Approval of all but two - non-academic, which have gone back for resubmittal. Two working groups are now looking at lessons learned to report to the HR committee. Any changes will be implemented in the third cycle.
- Prioritization Update – Update from BC - Will finalize the list and send to unit heads by March 6 - final Decision. This is the 2018 (current) cycle For implementation in August. *Employees who based any of their work plans on this should not be penalized for the delays.*
- Integrated Planning Timeline – (Cheryl, Va, Stevenson) - Committee has not met.
- Strategic Plan -- Second week in April - Stevenson will present the process for developing the update and timeline.

6. OTHER BUSINESS

- CCSSE Community College Survey of Student Engagement) – an institutional assessment tool from the student’s viewpoint, will begin next week and end in April.
- Great Colleges To Work For – an assessment tool from the employee perspective, will also be electronically administered shortly. As a part of the move to more data driven decision making as in the Strategic Plan, all faculty, Professional Exempt Staff, and Administrators must report. If they do not it will affect the accuracy of the sample.
- Website –missing information More training from John is necessary John can pot for now:
 - Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1
 - ABE
 - Dual Enrollment
 - Upward Bound

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



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Next Meeting March 21, 2018

Mary Van Auken
Scribe

IEC
Reviewed & Approved by

14 - 03 - 2018
Date approved
