



Regular Meeting Minutes - Approved March 14, 2018

Members Present

Cheryl Vila	Stevenson Kotton	Va Savu
Mary Van Auken	Rigieta Radinikuva Lord	Rachel Salomon
Rosina Korean	Kalani Nii	Kelly Luce Sebastian

The meeting was called to order @ 11:09 AM

Agenda Items

1. Welcome
2. Review and Approval of February 28, 2018 minutes
3. Accreditation
 - Protocol for BAEE Accreditation
4. Master Plan METO Timeline
 - March 28
 - EMP, ITMP, EMP, SSMP 1 st read
 - METO 2nd read
 - May 2
 - EMP, ITMP, EMP, SSMP 2nd and final read
 - METO final read
 - May 29 Submission of the METO, EMP, ITMP, FMP & SSMP to the BOR
 - IEC and EC will switch meeting dates
5. Integrated Planning Cycle
 - PR Update –
 - Assessment training for academic departments
 - Feb 21 Dev Ed
 - Feb 27 and 28 LA and NURS
 - Mar 2 NURS and Dev Ed
 - March 7 and 8 STEM and BUS
 - March 20 and 21 ABE, MAR and EDU
 - Unscheduled yet - VOC and Adjunct Instructors
 - Unscheduled yet – Chairs, DOAA and PEMC
 - Assessment training for administrative, student support and academic support
 - April 5 and 6 – 9 am to 4 pm
 - PMS Update --
 - Prioritization Update –
 - Integrated Planning Timeline –



Institutional Effectiveness Committee

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- Strategic Plan --
- 6. Academic Department Mission and PLOs
 - Dev Ed Mission Statement - The mission of the Developmental Education Department is to develop students' abilities necessary for success in college credit programs. The main areas of focus are English reading, writing, listening, speaking, and student engagement. The completion of developmental education courses will facilitate students' competencies in college level courses, in addition to providing for lifelong learning success. (Accepted by CC March 5, 2018)
 - STEM Mission Statement - The mission of Science, Technology, and Mathematics (STeM) Department is to provide science, technology and mathematics courses to support academic programs and prepare students seeking careers in marine science or an advanced education in a STeM discipline. (Accepted by CC March 5, 2018)
- 7. Other Business
 - Great Colleges To Work For –
- 8. Unresolved issues:
 - Mission statements – Business Studies and Education
 - PLOs - Education Programs
 - HR, Grant and Land Grant PRs
 - Website – missing information
 - Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1
 - ABE
 - Dual Enrollment
 - Upward Bound

Minutes

1. WELCOME
2. REVIEW OF MINUTES
 - February 15, 2018 meeting minute was approved online.
 - Stevenson moved to approve the February 28, 2018 meeting minute as projected. Rosina seconded the motion. The motion was unanimously approved with 4 abstentions.
3. ACCREDITATION
 - Mid Term Report
 - The report was re-submitted last week, where in which we're still on time. The deadline is tomorrow March 15, 2018.
 - Dr. Nish helped sent the USP drive.
 - Protocol for BAEE Accreditation



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- The first meeting was held last Friday February 9, 2018.
- The group is consist of Cheryl, Pamela, Va, Rachel and Verenaisi agreed that their going to meet every other Friday at 1pm.
 - In the next meeting their going to invite the Director of IT, Director of Physical Plant, Stevenson or Lilly and the Director of HR.

4. MASTER PLAN METO UPDATE - Reminder

- March 28
 - EMP, ITMP, PFMP, SSMP 1 st read
 - METO 2nd read
- May 2
 - EMP, ITMP, PFMP, SSMP 2nd and final read
 - METO final read
- May 29 Submission of the METO, EMP, ITMP, PFMP& SSMP to the BOR
- IEC and EC will switch meeting dates
 - Next meeting March 21, 2018.

5. INTEGRATED PLANNING CYCLE

- PR Update –
 - Assessment training for academic departments - SLO Assessment (Teaching and Learning). Va will do the scheduling for the unscheduled trainings.
 - Feb 21 Dev Ed
 - Feb 27 and 28 LA and NURS
 - Mar 2 NURS and Dev Ed
 - March 7 and 8 STEM and BUS
 - March 20 and 21 ABE, MAR and EDU
 - Unscheduled yet - VOC and Adjunct Instructors
 - Unscheduled yet – Chairs, DOAA and PEMC
 - It was a fining for the first cycle and one of the weakest point was the assessment - on how the goals were set and how the rubric need to be used.
- Assessment training for administrative, student support and academic support
 - April 5 and 6 – 9 am to 4 pm
- PMS Update --
 - No update.
- Prioritization Update – the funding will be available through March 21, 2019.

Priority Order	Description:	Details	Budget Request	One Time	Total Score	Funded Requests One time
4	Program	DEV ED 3	\$ 500.00	Yes	1851	\$ 500.00



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	Code:					
4	Initiative:	Vertical Alignment of English Courses from ABE through DEV Ed and LA				
4	Description:	This project is geared toward conducting a series of consultative and feedback meetings with faculty from ABE, DEV Ed and LA to ascertain expectations, strengths and weaknesses, needed foci and other teaching and learning concerns ensuring that ABE instructors understand the needs of Dev Ed to address the needs of credit level. Likewise the project aims to align courses.				
5	Program Code:	IT 6	\$ 5,000.00	Yes	1848	\$ 5,000.00
5	Initiative:	Storage Upgrade for HP Brade Servers				
5	Description:	Additional storage space to fully utilize our HP Blade servers				
6	Program Code:	LIB 2	\$ 6,000.00	Yes	1812	\$ 6,000.00
6	Initiative:	Provide access to electronic resources				
6	Description:	students at Arrak, Jaluit, Wotje and Ebeye campus can access to electronic resources				
8	Program Code:	LA 1	\$ 3,750.00	Yes	1803	\$ 3,750.00
8	Initiative:	Reading Across the Curriculum				
8	Description:	This initiative seeks to implement the evidence-based Reading Apprenticeship approach to teaching reading across campus and disciplines.				
13	Program Code:	NI 5	\$ 3,000.00	Yes	1653	\$ 3,000.00
13	Initiative:	Ejit, Mejatto, Enewetak, Rongelap, Utrok, Bikini Visit (Deeper Knowledge of 4-Atoll Communities				
13	Description:	3000				



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14	Program Code:	NI 3	\$ 3,000.00	Yes		\$ 3,000.00
14	Initiative:	Oral History Project			1620	
14	Description:	Oral History Project				
15	Program Code:	EDU 3	\$ 600.00	Yes	1521	\$ 600.00
15	Initiative:	Recruitment/Orientation for PSS teachers				
15	Description:	Starting Spring 2018, a recruitment/orientation meeting with practicing teachers who are interested in the BAEE program.				
16	Program Code:	ABE 3	\$ 4,500.00	Yes	1509	\$ 4,500.00
16	Initiative:	Installation of Projectors in ABE Classrooms				
16	Description:	Install projectors in the ABE classrooms				
18	Program Code:	ASP 1	\$ 1,000.00	Yes	1416	\$ 1,000.00
18	Initiative:	Workshops				
18	Description:	Training workshops for student-tutors and academic workshops for students (learning and study skills				
19	Program Code:	IT 2	\$ 3,000.00	Yes	1389	\$ 3,000.00
19	Initiative:	Additional CCTV Camera for CMI Campus (Uluga, Arrak, Ebeye, Jaluit)				
19	Description:	CCTV Systems Upgrade				
20	Program Code:	LIB 4	\$10,000 per annum	No	1362	\$10,000.00
20	Initiative:	Collection Development				
20	Description:	Enlarge the different collections of the library				
		Total Budget for Initiatives				\$ 40,350.00
		FY2018 Budgeted amount				\$35,000.00
		Surplus (deficit)				-\$5,350.00
						\$4,650.00



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- Invite someone from FABS (Lina) to advise on the budget side.
- Initiatives will be cited for those who don't need any additional budget but have to cite if it's in the existing budget or if it's in the other departments budget.
- Initiatives that only need one time funding which will go the prioritization and initiatives that need additional funding - it's not in their regular budget, it's not one time request but it's an additional budget in one budget line.
- Va suggest that we review the assessment process of the Prioritization.
 - Cheryl will provide the previous report.
- Cheryl will email the units that:
 - If your initiative is funded, please do/remember the following:
 - Funds are available now and initiative can be implemented immediately. Please coordinate with Lina to have your funds processed.
 - Progress on the implementation of the funded initiative must be reported in your quarterly reports and eventually in Program Review. Please ensure that you collect evidences as you implement the activity.
 - Funded initiatives must be implemented within the next 12 months. Deadline for implementation will be on March 31, 2019.
 - If your unit requested funding through the prioritization process but did not get any, please work with Lina to find out if your unit can fund your own initiative. Please note that some of your initiatives can be sourced from your own budget.
 - If your unit cited initiatives that did not require additional funding nor any funds at all, I hope you have been implementing them. If not, please do so immediately. Again, these have to be reported in quarterly reports and in PR.
- Integrated Planning Timeline –
 - Meeting today at 5pm.
- Strategic Plan --
 - Next meeting Stevenson will provide the timeline and process for us to discuss.
 - We have to update the monitoring system by June.
 - Chery (IEC Chair) will email CMI COM that if they are responsible for any of the goals in the activity to update them.
 - Stevenson will include this in the EC agenda.
 - This report will then share to the CMI COM to inform all how far, how we did, what we did, how it affected them and then we'll do the feedback survey.
 - Development, implementation and success.
- sd



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6. ACADEMIC DEPARTMENT MISSION AND PLOS -

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 - Va moved to accept STEM Mission Statement as projected. Rigietta seconded the motion. The motion was unanimously approved.

7. OTHER BUSINESS

- Great Colleges To Work For – all administrators, professional exempt faculty, faculty and IEC members are required to do it.

8. Unresolved issues:

- Mission statements – Business Studies and Education
- PLOs - Education Programs
- HR, Grant and Land Grant PRs - still have not submitted.
- Website – missing information - Va will work with all the department.
 - Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1
 - ABE
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Meeting adjourned @ 12:12 PM

Next Meeting March 21, 2018 - Only if there is an urgent matter to discuss but if none Next Meeting will be on April 11, 2018.

Kelly Luce Sebastian, Recording Sec.
Scribe

IEC
Reviewed & Approved by

Day - March - 2018
Date approved



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