



## **Regular Meeting Minutes - Approved April 18, 2018**

### **Members Present**

Cheryl Vila	Vincent Nix	Va Savu
Mary Van Auken	Rigieta Radinikuva Lord	Rachel Salomon
Rosina Korean	Kalani Nii	

**The meeting was called to order @ 00:00 AM**

### **Agenda Items**

- 1. Welcome to VPASA**
- 2. Review and Approval of minutes**
  - February 28, 2018 minutes
  - March 14, 2018 minutes
- 3. Accreditation**
  - BAEE Accreditation – Urgent Items
    - Housing for NSSP students for summer period
    - Catalog section for BAEE
    - Transfer policy
    - Study and resource area for BAEE students
- 4. Master Plan METO Update**
- 5. Integrated Planning Cycle**
  - PR Update –
    - Assessment training for academic departments - completed
    - Program review training for administrative, student services and academic support units – completed
    - Program review training/ Assessment training for academic department chairs with DoAA and VPASA – will be scheduled by Va
    - Program review revised template – first read
  - PMS Update – update from VPBAS
  - Integrated Planning Timeline – 1<sup>st</sup> meeting conducted; brief meeting on assigned areas of the Integrated Planning manual that each member of the committee should review; no set meeting date
  - Strategic Plan – update from VPBAS



# 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](mailto:iec@cmi.edu)

### 6. Other Business

- Great Colleges To Work For – closed last April 6; Response rate = 55%
- CCSSE survey – will be finished this week

### 7. 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 TO APASA

### 2. REVIEW OF MINUTES

- February 28, 2018 minutes - approved last March 14, 2018
- March 14, 2018 minutes - Va motioned. Dr. Nix seconded. Motion approved.

### 3. ACCREDITATION

- BAEE Accreditation – Urgent Items
  - Housing for NSSP students for summer period
  - Catalog section for BAEE
  - Transfer policy
  - Study and resource area for BAEE students
- Housing for NSSP students for summer period – with the many summer programs available this summer, we are running short of housing. There are AP programs for both math and English, Upward Bound taking up much, if not all of Arrak, plus the two Education certificate programs. Every summer is likely to be like this. It was suggested that additional residence halls be included in both the Enrollment and Strategic Plans.
- The new ACCJC President will be here for graduation and wants to meet with staff and students. There may be a trip to Jaluit to visit the center there. Building plans for Jaluit need to be a continued focus.



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- Catalog section for BAEE and study and resource areas for BAEE physical area needs to be completed sooner rather than later so that when ACCJC visits in September all is complete. The date of the team visit is still being finalized.
- Admin Programs have completed reports on training from Cheryl. All program review reports need to be completed before September.
- The Academic Department Chairs will discuss the new program review template, but Va, Mary, and Rosina cautioned that the academic program reviews are quite far along at this point, and that the effective due date is May even if a date in the following academic year is the agreed date. Cheryl assured that the new template is simply a matter of moving data.
- The chairs will meet on the issue of using the new template immediately, and faculty and academic representatives recommend postponing the use of the new template in its entirety.
- Two task forces were named to Program Review. There is a summer schedule for training
  - Rachael, Rigi, and Vere accepted non-academic task force
  - Va, Elizabeth, and Diana were named to academic task force

#### 4. MASTER PLAN METO UPDATE

#### 5. INTEGRATED PLANNING CYCLE

- PR Update –
  - Syncing of PMS with Program Review will be posted on Google for comments. The suggestion was made that the discussion include academic chairs.
- PMS Update – No PMS Update from Stevenson. Due end of May. Non-academic is completing mid-term for 2<sup>nd</sup> Cycle, Academic is completing Cycle 3.
- Integrated Planning Timeline –Integrated Planning will meet every Thursday at 5:00 PM.
- Strategic Plan – update from VPBAS

#### 6. OTHER BUSINESS

- Great Colleges to Work For – closed last April 6; Response rate = 55%. This is considered an acceptable response for the first time. Many of the respondents were exempt professional category.
- CCSSE survey – Has been shipped to Texas, and Cheryl thanked to Faculty for their full cooperation.



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- PLOs - Education Programs
- HR, Grant and Land Grant PRs
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  - Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1
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  - Dual Enrollment
  - Upward Bound

**Meeting adjourned @ 00:00 PM**

**Next Meeting April 25, 2018**

Mary Van Auken

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Scribe

IEC

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Reviewed & Approved by

02 - May - 2018

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Date approved