



College of the Marshall Islands

EXECUTIVE COUNCIL

To: Executive Council Members: Wayne Schmidt, President
Marilyn Salas, Interim Dean of Academic Affairs
Ira Hecht, Director of Research and Planning
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of CRE
Raffy Nayon, Comptroller
Jane Taafaki Sam, Personnel Director
Christopher Spellman, Faculty Senate President
Aluka Rakin, Staff Senate President
Don Hess – Standing Committee Chairperson
David deBrum – Standing Committee Chairperson
Tim Owens – Interim IT Director
Jeffrey Jacklick – SBA Vice President

From: Rutchel S. Taña
Interim CAO

Date: August 12, 2004

Re: Minutes of 8/11/04 EC Meeting

The Executive Council of the College of the Marshall Islands convened at exactly 3:05pm on August 4, 2004, in the President's Office.

EC Members Present: Wayne Schmidt, Marilyn Salas, Raffy Nayon, Ira Hecht, Jenny Jarom *for SCSD*, Jane Sam, David De Brum, Chris Spellman and Ruth Taña.

Absent: Tim Owens, Don Hess, Aluka Rakin, and Jeffrey Jacklick

The meeting commenced with a moment of silent reflection.

APPROVAL OF MINUTES 8/11/04

Corrections on the minutes were done. Jane moved to approve the minutes. Marilyn voiced a second. The minutes were unanimously approved.

1. ACCREDITATION ASSISTANCE GRANT

Wayne said that since last week, the team of Mike, Ken and Flo, has been sending over a lot of help. Firstly, in relation to financial strategic planning, recommendations on how to link these specific aspects of the budget and specific parts of the plan to the Academic Plan were sent to Raffy. Wayne added that the different areas where the funds go, as reminded by Saeko Shoniber in her letter to him, need to be identified, declared and tracked.

The second was for David de Brum. This was related to Critical Maintenance Item, Normal Preventative Maintenance Item and Deferred Maintenance Item.

The third was a recommendation for a Student Services Program Evaluation and for Richard Bruce, to look at Academic Program Evaluation plan and to see how it can be modified to meet the services needed.

2. CMI MASTER PLAN

Old Business

Wayne distributed copies of the Academic Goals for 2003-2008 that Tom Lundstrom came across. This contained the list of College goals arrived at during the Academic Planning Retreat on October 17, 2002 and were presented to the BOR on November, 2002. Wayne also mentioned that Mark Stege has electronically furnished the EC members the Facilities Plan that contains Phases I-III. Regarding the Master Plan, Wayne said that he is writing on Student Services, Physical, Facilities, Personnel, planning in general, and the introduction. Jane is writing on Demographics and Tom on Academics.

3. PROFESSIONAL DEVELOPMENT DRAFT PLAN

Marilyn commented on the professional development draft plan. She said that there are some corrections and additions that need to be done. She suggested that she would rewrite and present it on the next EC Meeting.

4. PROGRAM REVIEW PROCESS

Wayne distributed copies of the Curriculum Committee Policies that he re-encoded because the first copy distributed was barely readable. The first few pages had minor changes. A major change discussed was in the section of the Functions of the Curriculum Committee, wherein he said that the committee should assist with the Academic Program Review and there was a schedule for certain departments proposed. Marilyn gave her comments on the Program Review Process. She recommended that copies are needed for the entire faculty. Jane moved to approve the Program Review Process. Marilyn voiced a second. The program was unanimously approved.

New Business

1. DR. BENO'S VISIT AUG. 31-SEPT. 3, 2004

Wayne Reported that Dr. Barbara Beno's Visit will be on August 31, 2004 until September 3, 2004. He said he's working out a schedule for her to meet with the EC, Ambassador Morris, the Chamber of Commerce, Faculty and Staff and the BOR.

2. REMINDER RE: WASC REPORT TIMELINE

Ira reported on the WASC report timeline and said that the report should be available electronically and everything should be updated next week.

3. OTHERS

Wayne Reported that there will be no EC meeting next Wednesday, August 18, 2004 due to Registration. He also mentioned that Richard Bruce would be the Acting President in his absence. Jenny reported that the student orientation is on August 13, 2004 and will start at 9 am. After the Welcome Remarks of President Schmidt, the students will be grouped into seven smaller units. The orientation will be conducted in several sessions.

The EC meeting adjourned at exactly 4:15 pm.