



College of the Marshall Islands

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EXECUTIVE COUNCIL

To: Executive Council Members: Dr. Troy McGrath, Interim President and Dean of Academic Affairs
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of CRE
Raffy Nayon, Comptroller
Jane Taafaki Sam, Personnel Director
Tony Prout, Physical Plant Director
Ira Hecht, Director of Research and Planning
Robert Prescott, IT Director
Christopher Spellman, Faculty Senate President
Damien Capelle, Staff Senate President
Don Hess, Standing Committee Chairperson
Barry Rilang, SBA President

From: Francis Carlos Domnick, CAO

Date: February 28, 2005

Re: Minutes of 02/16/05 EC Meeting

The Executive Council of the College of the Marshall Islands convened at 1:40 p.m. on February 16, 2005.

EC Members present: Troy McGrath, Chris Spellman, Barry Rilang, Raffy Nayon, Richard Bruce, Jane Sam, Diane Myazoe, Ira Hecht.

Guests – Rob Prescott, Seyoum Teshome, Tony Prout, Stan McSain, David Kupferman, Don Hess

Board of Regents Meeting

Troy reported that at its' February 11th 2005 meeting, the Board of Regents discussed and approved a number of issues. The BOR approved the changes to the CMI organizational chart with minor changes. Also discussed at length during the meeting was the "Plan of Attack" for CMI in preparation for the next WASC report and visit at the end of March.

Plan of Attack

NEW BUSINESS:

Troy reported that CMI has until March 30th to organize the WASC Progress Report. He relayed that his meetings with Barbara Beno were useful. Most important were that our previous reports were disorganized, dishonest, and unfocused. He said that there are four major areas of concentration: Board of Regents (composition, Presidential search), institutional research, student services, and a lack of an educational Master Plan. Barbara Beno informed Troy that if CMI shows marked improvement, we could be continued on Show Cause for another 6 months. However, if CMI achieves the standards expected, the WASC Commission may place us on 6 months probation with bi-annual visits for the next two years. Troy expressed his confidence in the CMI staff, faculty and administration in achieving its goals and insisted that everything takes second priority to fulfilling the action plan.

New temporary assistant and associate positions were approved by the BOR for Academic Affairs, Physical Plant and Research and Planning. Other changes resulting from the new organizational chart are designed to fuel institutional research and planning.

Student and community surveys will drive the CMI Educational Master Plan and all programs to be offered at CMI. The Curriculum Committee is now titled the Curriculum and Assessment Committee and will focus completely on developing Student Learning Outcomes for all CMI programs. Testing data from the pilot course, EN101 will be ready for Dr. Lombardi. Program Review is now a 2 year rather than an annual process.

A consultant, Dr. Don Lombardi will arrive in Majuro on March 1st to assist CMI in constructing our Master Plan.

A database policy will be presented to the EC and BOR for approval. Special contract data entry personnel will focus on correcting and entering all student data going back to 1996.

Jane and Troy will work on changes of the hiring procedure and search committee pool. Troy explained the BOR new policy regarding all positions at CMI. All positions are competitive and current staff and faculty will be expected to apply for their own jobs beginning 4 months before their contract expiration date. CMI will give a minimum of 30 days notice if contracts are not going to be renewed. All faculty and staff need to submit updated resumes to the Personnel Office. All departments need to formalize their professional development plans for the coming year.

The IT department and Physical Plant are working on an Emergency Preparedness Plan.

All CMI grants will be reviewed to see how and if they fit CMI's mission.

Student Computers

Barry asked whether student computers could be connected internally (via intranet) to communicate with instructors, post homework assignments etc. The EC agreed this was a good idea and Rob will look into making it a reality.

The EC Meeting adjourned at 2:35 pm.

