



## *College of the Marshall Islands*

P.O. Box 1258  
Majuro  
Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/3236  
Fax: (692) 625-7203  
E-mail: [cmicao@ntamar.net](mailto:cmicao@ntamar.net)

---

### **EXECUTIVE COUNCIL**

**To: Executive Council Members:**

Dr. Wayne Schmidt, President  
Troy McGrath, Dean of Academic Affairs  
Richard Bruce, Dean of Student Services  
Diane Myazoe, Dean of CRE  
Aluka Rakin, Staff Senate President  
Christopher Spellman, Faculty Senate President  
Raffy Nayon, Comptroller  
Ira Hecht, Director of Research and Planning  
Jane Taafaki Sam, Personnel Director  
Robert Prescott, IT Director  
Don Hess, Standing Committee Chairperson  
Tony Prout, Physical Plant Director  
David DeBrum, Standing Committee Chairperson  
Barry Rilang, SBA President

**From:**

Francis Carlos Domnick, CAO

**Date:**

October 27, 2004

**Re:**

Minutes of 10/20/04 EC Meeting

---

The Executive Council of the College of the Marshall Islands convened at 2:05pm on 20 October 2004, at the President's Office.

**EC Members Present:** President Schmidt, Carlos Domnick, Raffy Nayon, Richard Bruce, Diane Myazoe, Ira Hecht, Aluka Rakin, Chris Spellman, Don Hess, Tony Prout, David DeBrum, and Barry Rilang.

**Absent:** Dr. Troy McGrath, Diane Myazoe, Jane Sam and Robert Prescott

**Guests:** Kimiko Keju and Dr. Hermoniniano delos Santos

The meeting commenced with a moment of silent reflection and prayer.

The minutes from last meeting were approved with minor corrections.

## NEW BUSINESS

President Schmidt welcomed Dr. Hermoniniano delos Santos. Dr. delos Santos is the President of Guam Community College and Chair of the Pacific Post-Secondary Education Council.

### 1. Update from RMI-CMI Task Force Meeting

President Schmidt updated the Council about the meeting that took place that morning. Deputy Assistant Secretary David Cohen was on hand to hear and join the deliberations and find out how DOI can be of assistance to the College.

### 2. IT usage competency assessment for faculty, staff, administration and non-teaching faculty

Mr. Hecht explained that this was just a simple test to see where people are in terms of their computer skills and find out how we can elevate the weak areas. According to Mr. Hecht, this was also one of the recommendations from WASC.

### 3. CMI Computer Drivers License & IT Committee rework

Mr. Hecht introduced a course that seeks to assist the computer users better perform their assigned tasks through basic computer skills training.

### 4. WASC Accrediting Team Visit

Mr. Domnick introduced a program of visit prepared for the WASC Accrediting Team. He explained that the visit needs to be well-planned and well-coordinated in order to become productive. All comments, suggestions, etc., were welcomed for planning the visit.

### 5. Credit Transfer Form

Dr. McGrath proposed a template form that can be used as Credit Transfer Form. The Council noted the effort put into creating this form and recommended that it be taken up to the Board of Regents for their approval.

## OLD BUSINESS

### 1. WASC Progress Report

President Schmidt strongly recommended that a finished draft be completed the latest on Thursday October 21, 2004, at noon. Mr. Hess commented that everybody should be a part of the process as recommended by WASC.

### 2. School Minder Update

Dean Richard Bruce informed the Council that 100-some transcript are already in. There are SCSD staffs, with the collaboration from IT department, making sure that certain fields are correct.

### 3. Draft CMI Program Review Guide

President Schmidt wanted to hear the views of the Council on the draft CMI Program Review Guide. He needed the Council's approval of the document prior to submission to the Board of Regents. The members claimed that they needed more time.

**Mr. Hecht introduced a motion to approve the proposed draft if no major objections are received within 24 hours. All unanimously agreed.**

### 4. Master Plan & Program Review Timeline

The writing of the CMI Master Plan is still in progress and was tabled for next meeting.

### 5. Standing Committee

**Regarding the IT Standing Committee, Mr. Hecht moved to**

**minimize the number of members from 24 to 15. Spellman seconded the motion and just the IT Standing Committee was approved.**

**6. Others**

Mr. Spellman requested if CMI can cover the rest of the costs (\$700) associated with CMI's thank you ceremony to the Nitijela. President Schmidt agreed that it was a very meaningful event and the turnout was great. Minister Wilfred I. Kendall was very pleased and President Schmidt proposed that we take the \$700 out of the Board's budget – Justification: Minister Kendall requested it. Mr. Rakin thanked President Schmidt, Mr. Nayan and Mr. Domnick for their support for the event.

SBA President Rilang requested that the Internet be accessible again to the students. For your information, a student was caught watching porn on computer so IT department blocked all students' access to the Internet. He reaffirmed his request saying that the mistake of one student should not affect every students' rights. Mr. Bruce agreed to delve more into this matter expeditiously.

Mr. Hess informed the Council that the English department has started their program reviews.

The EC Meeting adjourned around 3:00pm.