

Executive Council

COLLEGE OF THE MARSHALL ISLANDS
P.O. Box 1258
Majuro, Marshall Islands 96960

TELEPHONE: (692) 625-3394/3291
FAX: (692) 625-7203

To: Executive Council Members: Wayne Schmidt, President
Valerie Pierce, Dean of Academic Affairs
Richard Bruce, Dean of Student Services
Diane Myazoe, Dean of Cooperative Research and Extension
Tony Prout, Acting Dean of Kwajalein Campus
Raffy Nayon, Comptroller
Jane Sam, Personnel Director
Jonathon Cassel, Director of Academics, Kwajalein Campus
David deBrum, Acting Director of Physical Plant, Majuro Campus
Seyoum Teshome, Faculty Senate President
Aluka Rakin, Staff Senate President
Heralds Lemari, Student Body Association President

From: Cheryl Jorban, Executive Assistant to the President

Re: Minutes of 2/26/03 EC Meeting

The Executive Council convened at 3:07 p.m. on Wednesday, February 26, 2003.

EC Members present: Wayne Schmidt, Valerie Pierce, Richard Bruce, Diane Myazoe, Raffy Nayon, Jane Sam, David deBrum, Seyoum Teshome, Cheryl Jorban, Jonathon Cassel

Absent: Tony Prout, Heralds Lemari

The meeting began with a period of silent reflection.

Approval of Minutes

The minutes of the EC meeting on February 5, 2003, were approved.

Review of WASC Documents:

Wayne

Wayne reviewed with the EC the following documents distributed earlier in the week to all members:

- January 19, 2003, letter from Dr. Beno informing us of the Commission's action to place CMI on probation.
- Wayne's letter of February 6, 2003, to Dr. Beno asking for clarification of the substantive change policy as it applies to Gugeegue campus.

- Barbara Beno's response to Wayne indicating that CMI does indeed need to submit a Substantive Change Report and that the report be followed by a WASC team visit prior to reopening our Kwajalein campus.
- The transcript of the oral report presented to CMI by Dr. Robert Harris, WASC Team Leader, on February 20, 2003, listing the 11 recommendations.
- List of Institutional Actions by the Commission in January 2003, showing the increasing severity of actions taken against community and junior colleges following WASC's January meeting, and indicating that CMI's probationary status is very serious indeed.

Brief discussion ensued regarding each document.

Regarding the letter of January 19, in which WASC placed CMI on probation, Wayne again pointed out the two standards for which CMI does not meet eligibility requirements: Standard 9 (Financial) and English language curriculum and student learning outcomes. Wayne updated the members on the status of the audits. FY 2000 audit should be received next week; FY 2001 audit should be done by mid-March. The final FY2002 audit, according to Deloitte and Touche, will not be ready until mid-June. This is a big concern because the Commission is requesting a Progress Report by May 1, 2003. The Business

Office will be closed in the afternoons until reconciliation of 2002 is completed in hopes that Deloitte and Touche will be able to complete FY2002's audit prior to May 1.

Wayne stated that Valerie has begun working on program development. He stressed that program development not only involves our Developmental English program, but our entire curriculum, and we need to identify and address student learning outcomes in all programs.

Wayne stated that on the last page of the letter of January 19, Barbara Beno reminded us that CMI is required to submit a substantive change report prior to reopening of the Kwajalein Campus. As this differed from Wayne's understanding of "less than 50% of programs," he sent a letter on February 12 asking for clarification.

Dr. Beno's response of February 19 explicitly stated that because of "egregious inadequacies in the Kwajalein Campus' ability to meet every accreditation standard and several Eligibility Requirements," CMI must file another substantive change report prior to reopening the Kwajalein Campus, and the report must be followed by a team visit. Wayne made it clear that if we don't meet eligibility requirements on the main campus, we cannot do any substantive change report for Kwajalein. It will be impossible to meet the requirements for reopening Kwajalein by Fall Semester of 2003 since the Commission meets in January and early June, and the Substantive Change Report must be submitted by November 1 or April 1 in order for the Commission to take action at its January or June meeting. We will definitely not meet the April 1 deadline for June's meeting. If we meet the November 1, 2003, deadline for the Substantive Change Report, a team visit must still follow—if the Commission accepts our report in January. Therefore, the earliest that our Kwajalein Campus could reopen is Fall Semester of 2004. Bob Harris of the WASC team also stated to Wayne that the buildings must be completed in Kwajalein prior to submitting the Substantive Change Report.

Wayne then reviewed the transcript of the WASC team's oral report presented to CMI on February 20, 2003. Of the 11 recommendations, 10 were "strongly recommended." Wayne pointed out that with colleges in the U.S., having more than 3 recommendations means serious trouble. In our 1999 audit, we had 18 "findings". Mark Zacovic of the WASC team pointed out to Wayne and others that in the U.S., if a college has 1 to 3 findings, they are in

trouble. Wayne's prediction on CMI's status is that WASC will leave us on probation for a long time, with site visits every 6 months.

Wayne then reviewed with EC members the Commissions' Institutional Actions taken in January 2003. This report showed increase of severity of actions with each page. Page one indicated those colleges whose accreditation was reaffirmed and midterm reports accepted. Page 2 showed colleges who submitted focused midterm reports and interim reports, some with visits. Page 3 showed colleges with interim reports not accepted, progress reports not accepted, and colleges placed on warning. The last page showed two actions: Placed on Probation—CMI, and Accreditation Terminated—SF College of Mortuary Science. Wayne shared, as emphasis, a statement Patty made: "How close to dead can we get?"

Questions asked by EC members:

Why is WASC giving CMI slack by putting us on probation? Answer: CHEA, WASC's overseeing body, has mandated that special consideration be given when dealing with colleges outside the U.S.

What is the impact if WASC terminates our accreditation? Answer: All U.S. federal monies are terminated. No Pell, no college. CMI would most likely close within 6 months of the ruling.

What is the timeframe for termination? WASC policies allow for a ruling at any time.

Who will most likely return for the 6-month site visits? Answer: Bob Harris.

Wayne further noted that during the visit, the WASC team could not give advice, but afterwards, all indicated their willingness to help CMI. There may be conflict of interest with Bob Harris, since he most likely will come out on future site visits, and also with Jack Pond, since he is a sitting commissioner of WASC. The problem with receiving training/help from WASC or the team is that CMI is responsible for airfare and hotel/meals for anyone who comes out—placing us in further financial straits.

Wayne will present the same information to the Faculty meeting and the Staff Senate meeting later this week. On Monday, a special meeting of the Board of Regents has been called to address these WASC issues.

Plan of Action:

Wayne suggested that a task force headed by chair or co-chairs be responsible for each of the 11 recommendations listed by the WASC team. He further recommended that 2 members from Faculty Senate and 2 members from Staff Senate serve on each task force. EC members would recommend chairs or co-chairs.

The following chairs/co-chairs were recommended on each of the WASC teams major recommendations:

Recommendation #1 (integrated planning) – Wayne and Tom, co-chairs

Recommendation #2 (education programs) – Valerie and Jonathon, co-chairs

Recommendation #3 (learning outcomes) – Valerie and Jonathon, co-chairs

Recommendation #4 (student information systems) – Wayne, IT Director (Tim) & Richard, co-chairs

Recommendation #5 (student services programs) – Richard, chair

Recommendation #6 (personnel manual & evaluation) – Jane, chair

Recommendation #7 (comprehensive facilities plan linking programs) – Wayne, Dir. of Research & Planning (Ira), and Billy Roberts, co-chairs

Recommendation #8 (facilities improvements) – Tony and David, co-chairs

Recommendation #9 (financial) – Raffy, chair

Recommendation #10 (Board of Regents) – Don and Cheryl, co-chairs

Recommendation #11 (process and oversight system) – Faculty Senate President (Seyoum) and Staff Senate President (Aluka), co-chairs

The above recommendations for chairs and co-chairs for the individual task committees, along with the recommendation to have at least 2 Faculty Senate members and 2 Staff Senate members on each task force, were unanimously approved by the EC Counsel.

Further discussion ensued. Wayne indicated that WASC is asking us to send monthly reports as we

work towards meetings the requests and recommendations.

Seyoum suggested having an all-day retreat where the faculty would meet as a group and collectively discuss recommendations and plans of action. Richard suggested that staff and students should be included as well—a total college retreat. It was agreed that Monday, April 14th, would be the best day for this retreat. Jane suggested calling it the “College Planning Retreat”, or CPR. (Laughter.)

Further discussion for planning for this retreat on April 14th was tabled until next week’s meeting.

President’s Evaluation:

Wayne indicated that the Board has still not completed their evaluation of the President. Since everyone’s evaluation should be performance-based, Wayne asked EC members to give their input on his performance as President and anonymously complete the evaluation form. Jane will collect the completed forms on Monday.

Others:

Jane also handed out a draft of performance evaluation for staff. EC members are asked to review and comment by next week’s meeting.

Wayne indicated that Cuesta College is a good on-line resource for accreditation issues since they just recently completed their self-study and were reaffirmed for accreditation at the Commission’s January meeting.

Richard reported on 2 group presentations recently held at CMI. Last week Clarence Samuel of the C.A.R.E. Program met with students regarding his college experience. Yesterday, officials from the Ministry of Health gave on presentation regarding health issues. On Friday, March 7, a panel of ministers and secretaries from the RMI will come to CMI at 10:30 a.m. to talk with the students about budget issues. Richard asked if EC could please ask faculty to allow students to participate and attend the presentation. Valerie will bring this up at tomorrow’s faculty meeting.

Wayne told the EC that Minister Kendall would present the WASC issues to the Cabinet at tomorrow’s Cabinet meeting.

Diane reported that the ADB Board of Directors would be touring the Arrak Campus on March 7 at 8:30 a.m.

Wayne indicated he will make a surprise visit to Arrak to inspect the campus and check out the reports of facilities misuse, fighting, and destruction of research projects by CMI students housed at Arrak.

Nuclear Victims' Remembrance Day ceremony will be held at Saturday at 10:00 a.m. at the Capitol Building. All are invited.

The EC meeting adjourned at 4:30 p.m.