

IPC Process for Prioritizing Initiatives

The Institutional Planning Committee has devised a process for the Program Initiatives from your Program Reviews and Program Review Reports to be included in the College-Wide Action Plan which prioritizes all initiatives both Strategic and Departmental for inclusion in the Integrated Planning Process. This process will begin Aug. 8th. YOUR RESPONSE IS REQUIRED BY AUG 7th.

Before you start this process, you will need:

1. the list of your initiatives from your
 - Program Review,
 - Program Review Report, or
 - Budget Activities
2. to determine the following about each initiative:
 - Is it required in any way by the college or a legal mandate or other services?
 - Does it align with the Strategic Plan in one or more areas? (Strategic Plan available from website or from VP of Administration.)
 - Which stakeholders value this initiative? (Evidence may be required.)
 - Does this initiative reduce risk to the College or its stakeholders?
 - What is the cost relative to the benefit?
 - Can the initiative be used to improve other areas? (Get further grants for example)
 - What is the anticipated impact in terms of (Low-High) for how many users?

The Process is:

Step 1. The Department Head or Team Leader takes the initiatives under their purview and submits a google form for each of the initiatives. Cut this link and paste into your browser:

<https://docs.google.com/a/cmi.edu/forms/d/1TBhy20Y1c1RHclilzfW2761kKof2X4hRPftH2Xv1LOE/viewform>

Step 2. The code for each initiative follows the following example:

(Department. Ongoing initiative. Plan 1)

DEPT.1.1

Or

(Department. NEW initiative. Plan 1)

DEPT.2.1

Or

(Department. NO COST. Plan 1)

DEPT.3.1

The first part of the code is your Department Designation and is listed below.

The second part of the code (note NO SPACES) will be either:

a 1 for ongoing initiatives which have already been budgeted and started

OR

a 2 for a new, unfunded, initiative

OR

a 3 for initiatives that will NOT be requesting funding.

So if FABS office has three ongoing initiatives they will be numbered:

- FABS.1.1
- FABS.1.2
- FABS.1.3

If FABS has two new initiatives they will be numbered:

- FABS.2.1
- FABS.2.2

If FABS has one initiative which they want to do, but for which they will NOT be requesting budget that will be numbered:

- FABS.3.1

Step 3. Please use the following departmental designations followed by a period “.” :

CMI Heads of Departments				
FirstName	LastName	Position	Department	Code
Bale Theresa Koula	Koroivulaono	President	Office of the President	OP
William	Reiher	Vice President	Administration	AD
		Vice President	Academic & Student Affairs	ASA
Stevenson	Kotton	CFO	Financial Affairs & Business Services	FABS
Ruth	Abbott	Executive Director	Institutional Integrity & Effectiveness	IIE
Vasemaca	Savu	Dean	Academic Affairs	AA
Rachel	Salomon	Dean	Student Services	STS
Biuma	Samson	Dean	Land Grant	LG
Agnes	Kotoisuva	Director	Human Resources	HR
Stanley	Lorennij	Director	Arrak Campus	AC
Cheryl	Vila	Director	Institutional Research	IR
Emil	deBrum	Director	Physical Plant	PP
Bonifacio	Sanchez	Director	Information Technology	IT
Christian Nheil	Sebastian	Director	Library Services	LIB
David	deBrum	Director	Safety & Security	SAS
Alfred	Capelle	Commissioner	Customary Law & Language Commission	CLLC
Mary	Silk	Director	Nuclear Institute	NI
Jemimah	Razlan	Director	Academic Support Program	ASP
Monica	Gordon	Registrar	Student Services	REG
Terry	Hazzard	Director	Counseling and TRACC	C&T
Jomi	Capelle	Director	Admission & Records	AR
Jacinta	Samuel	Director	Financial Aid Office	FAO
Kalani	Nii	Director	Athletics and Recreation	ATH
Susana	Kamram	Nurse	Nurse	SNURS
Bego	Alik	Director	Residence Hall	RH
ACADEMIC DEPTS				
Meitaka	Kendall-Lekka	Chair	Business Studies	BUS
Jennifer	Seru	Chair	Developmental Education	DevEd
Pamela	Perkins	Chair	Education	EDU
Elizabeth	Switaj	Chair	Liberal Arts	LA
Wilbert	Alik	Chair	Marshallese Studies	MAR
Florence	Peter	Chair	Nursing	NURS

Ernest	Canonigo	Chair	STeM	STEM
Stanley	Lorennij	Director	Arrak Campus (MART/VCARP)	VOC

Step 4. If this is an ongoing initiative, use the number “1” followed by a period. If this is a new initiative, use the number 2 followed by a period. If this is an initiative NOT requesting funding, use the number 3 followed by a period.

Step 5. Finally give the initiative a number. (And this becomes the final part of the code). NOTICE there are no spaces in the codes (this is to help sort initiatives after they have been entered)

Step 6. The google form asks questions like (information above): cost, stakeholders, # of people this initiative benefits and other questions which match to the parameters of the IPC Prioritization Matrix. Supply the answer for each question. Since these are parameters for designation of priority, the better your initiative is planned, the higher the score.

Step 7. Repeat submission process for every initiative you wish to be considered for funding.

Step 8. The answers given by the department heads or team leaders feed into a spreadsheet which can be seen by IPC members and is then used to determine a score for each of the initiatives.

Step 9. The ranked initiatives are then sent to Budget Committee for funding. A separate list is provided for the no-budget-request initiatives.

NOTE: The Funded Prioritized initiatives along with the no-budget-request initiatives make up the backbone for the College-Wide Action Plan.

DUE DATE: Midnight AUG 7th