



David Marshall <drmarshall@icci.edu.ky>

---

## Spring 2016 Faculty Meeting's Minutes

2 messages

---

**Melisa Bent-Hamilton** <melisa.hamilton@icci.edu.ky>

Thu, Apr 14, 2016 at 2:39 PM

To: drmarshall@icci.edu.ky

Cc: David Marshall <drmarshall@icci.edu.ky>, Elsa Cummings <elsa.cummings@icci.edu.ky>, Lisa Wood <lisa.wood@icci.edu.ky>, S'Rah Yisrael <srah.yisrael@icci.edu.ky>, Alicia Law <alicia.law@icci.edu.ky>, Autry Foster <autry.foster@icci.edu.ky>, Michelle Gray-Williams <michelle.graywilliams@icci.edu.ky>, Robert Lynch <robert.lynch@icci.edu.ky>

Hello Faculty Members,

Thanks to everyone who attended the Spring 2016 Faculty Meeting held on Tuesday, April 5, 2016.

Attached are the relevant documents arising from the meeting:

- Meeting's Agenda
- Sign-In Sheets
- Board Chair's Report: Mike Mannisto
- President's Report: Accreditation & Compliance and Teaching & Learning Updates
- Week One Checklist for Faculty

The highlights of the meeting are as follows:

- The President Emerita, Dr. Elsa Cummings, sent her apologies for being absent at the meeting, but we acknowledged her continued support to the faculty body and the college in general.
- Mike Mannisto, Chairman of the Board of Trustees, addressed the faculty with updates on some of the short-term and long-term goals of the College, and how the faculty plays an integral role in "building

a brighter community in the Cayman Islands”. Some of the key initiatives include **Investing in Faculty** (esp. Business, Tourism and Local Industry Strategic Initiatives), **Investing in Tutoring Labs**, **Investing in Facilities**, and **Bursaries and Scholarships**. His notes were well-received (the report is attached), and we welcomed his presence for the duration of the meeting.

- The President, Dr. David Marshall, sent in his apologies as he was participating in the IACBE Conference in Memphis, Tennessee, USA. There he met with accreditation officers and colleagues in preparation for the visit in November. His attached report outlined updates on Accreditation and Compliance Issues and Teaching and Learning Updates. Key areas highlighted are the launching of a **Writing Across Curriculum Initiative (WAC) this quarter**, **Standardized Course Assessments**, **Turnitin Resources now available at the college**, and the **Teaching and Learning Summit scheduled for April 23 and 24**.
- Radio Manager, Robert Lynch, also sent in his apologies as he was ill and was unable to attend. For the benefit of our new instructors, the Dean introduced our Teaching and Learning Management System, Populi. Mention was also made of our Radio Station, ICCI 101.1FM, which was in fact the first Radio Station in the Cayman Islands, and how we as well as our students can support the varied activities of the Station.
- Academic Dean, Melisa Hamilton, spent the remainder of the session going over the content of the syllabus and how this is being redeveloped to an improved, detailed template. She explained how the new Standard Assessment Grid works, the WAC project and its value in all courses, and the need to enforce strict academic standards and integrity. Instructors were advised to not only fail students if they observe any plagiarized work, but to also fail them for the entire course. **The college has and will be enforcing a strict zero tolerance to plagiarism**. Instructors will be given access codes for the Turnitin Resources, which should be passed on to the



students.

**Here are some useful reminders arising from the meeting as you engage your students in the quarter.**

### **Discussion (5%)**

For this grade, each student should post online an Introductory Note for each course, and post a report on one of the Career Readiness Day Workshops they attended on May 5.

**If you have additional Discussion assignments, these should be included in either the Home Work or In-Class Assignment or Extended Writing Assignment Grade.**

### **Homework (15%)**

There should be a minimum of 10 hours of homework for every 5 credit course. This will include reading for the next chapter, completing "Mylab" assignments, homework assignments, and any other assignment outside of class time.

**Please ensure that you post at least one graded assignment in the Grade Book on Populi each week. This will also help you and students to keep abreast of individual progress in the course.**

### **In-Class Assignments/Quizzes (15%)**

To eliminate the need to "force" students to attend classes, you may simply include an in-class graded assignment for each session. Even if the student has a valid excuse, the grade can only be given if the student is at the session and completes the assignment.

**Most courses will have built-in quizzes and tests, so you will only need to have students select the specific quiz and complete same in class. This means of course, that students should walk with their laptops to complete the quizzes online. The best part is that Populi will mark these for you (similar to those using Mylabs), so you will only need to record the grades in the Grade Book online.**

### **Extended Writing Assignment (25%)**

Each course, including Math and Accounting, will include an extended

writing assignment which may be in the form of a Research Paper, Case Studies, Portfolio, or a Project. The bottom line is that no matter what the degree major is for a student, he or she must leave ICCI with observed competencies in writing and presenting well. Please do not accept any below collegiate level writing from any student. You should mandate students to have all writing assignments reviewed by one of the English Lab tutor and a report from Turnitin attached to the submitted work.

**For ease of reference, please upload all writing assignments online, have students submit their coursework online, and post the graded paper and its grading rubric online. This will prevent the need to submit physical copies of these coursework to me, as well as allow the college to have readily available evidence of same.**

### **Midterm and Final Exams (20% each)**

Each course should have a midterm exam (scheduled for either May 11 or 12) and a final exam (June 22 or 23), with weights of 20% each.

**The best way again to have these tangibles readily available is to upload the graded work online with the rubric attached. That way, you will not have to submit the samples to me as they will all be there for each course. This also helps if a student wants to query a grade or make a grade appeal.**

Please remember to start and end classes on time. We cannot require our students to be on time if we, their instructors, are not on time. We start locking up by 9:55pm so unless you have given the break, please try to wrap up the session by such time.

Finally...from the President's Report (and by extension the Administrative Team and Board of Trustees)...Words of Appreciation...

***"Thanks to all faculty for the engagement with our students in teaching and learning. Course satisfaction, student academic performance, the academic reputation of the College and positive feedback on ICCI graduates in the workforce are all on the rise. This is a direct reflection on the work being done in classes. Your work is appreciated! Thank you!"***



**Best Regards,**

**Melisa Bent-Hamilton**

---

International College of the Cayman Islands  
Unsubscribe from all icci.edu.ky email

---

**5 attachments**



**Faculty+Metting+Agenda\_Spring+2016.pdf**  
259K



**Board+Chair+Report\_Spring+2016.pdf**  
569K



**President%27s+Report\_Spring+Faculty+Meeting.pdf**  
173K



**Spring+Faculty+Meeting\_Sign+In+Sheets.pdf**  
613K



**Week+One+Check+In+for+Faculty.docx**  
65K

---

**David Marshall** <drmarshall@icci.edu.ky>  
To: Melisa Bent-Hamilton <melisa.hamilton@icci.edu.ky>

Thu, Apr 14, 2016 at 2:44 PM

Thanks do you have any photos to share?

**David Marshall, Ph.D.**  
**President, International College**

[www.icci.edu.ky](http://www.icci.edu.ky)

**595 Hirst Road, Newlands**  
**P.O. Box 136 Grand Cayman KY1-1501 Cayman Islands**  
**Campus: 345.947.1100**



[Quoted text hidden]



# INTERNATIONAL COLLEGE CAYMAN ISLANDS

**Spring 2016 Quarter Faculty Meeting**  
**April 5, 2016**  
**6:00 p.m.**  
**MH2**

## **AGENDA**

Welcome..... Melisa Bent-Hamilton  
*Dean*

Reading of the Mission.....Dr. Alicia Law  
*Associate Professor, Business*

Introduction of Instructors/Staff.....Faculty/Staff

Greetings from the President Emerita ..... Dr. Elsa Cummings  
*President Emerita*

Address from the Board.....Mike Mannisto  
*Board Chair*

Updates on IACBE/ACICS/Online.....Dr. David Marshall  
*President*

Populi & ICCI Radio Highlights.....Robert Lynch  
*Radio Manager*

Syllabi, Academic Integrity & Standards  
Writing Across the Curriculum .....Dean Hamilton

*Questions & Answers Session*



## ICCI Mission Statement

The mission of the International College of the Cayman Islands is to prepare students for career placement and enhancement.

The ICCI education instills attitudes, behaviors, sensitivities, skills and knowledge that are essential to life and learning.

The ICCI experience advances the potential for leadership and a commitment to community service.

ICCI equips graduates with practical skills of critical thinking, problem solving and self-directed learning for success in the 21st century job market.



# INTERNATIONAL COLLEGE CAYMAN ISLANDS

Spring 2016 Faculty Meeting  
April 5, 2016  
6:00pm  
MH 2

Name	Course(s) Teaching	Signature
Melisa Harrell	Dean	
Lance Dames	GR500	
Angella Bent Thomas	BE306	Angella Bent Thomas
Paulette Wright-Hall	EN-090	
Satmarine Faulkner- Pearl	EN100	
Michael Hall	MA100 <sup>Math</sup> (Lab)	
Opale Mulgrave	HU 240	

Tania Johnson BI 104







# INTERNATIONAL COLLEGE CAYMAN ISLANDS

Spring 2016 Faculty Meeting  
April 5, 2016  
6:00pm  
MH 2

Name	Course(s) Teaching	Signature
Jess Babb	BE 101	J. Babb
Alicia Law	Business	Alicia Law
Mike Mannish		M. Mannish
Judy Blair-Jackson	BE104 - Accounting	J. Blair-Jackson
Hallee Campbell	SP102 & English	
Margaret McPherson	TA.	M. McPherson
Tina O'Connor	Tourism	Tina O'Connor



Name	Course(s) Teaching	Signature
CLAUDE BAILEY	MATH	
Heane Campbell	MA 101	



[illegible]

## **Important Dates to Remember**

### **April 6, 2016                      Spring Quarter's Classes begin**

Please spend the entire first session covering:

- **Thoroughly go through entire syllabus, including special activities and/or events**
- **Assist students with accessing and using Mylabs (if applicable)**
- **Go through class agendas, rules and expectations**
- **Go through course online (Populi), noting course materials, assignments, due dates etc.**
- **Michelle will present to the class on Plagiarism and Turnitin Resources**
- **Dean will address class on academic integrity and standards**

Finally allow students (if not completed prior) to go to lab (or use own laptop) and complete introductory note and/video for course and post online. This is part of the Discussion grade for each course.

### **April 17, 2016                      Dr. J Hugh Cummings Memorial Walk**

The Dr. J. Hugh Cummings Memorial Walk was established in his honor to extend those educational opportunities even further by providing financial assistance to students with limited means.

Please join us on April 17<sup>th</sup> at 6:30pm for this 5K Walk (from ICCI campus to Pedro St. James and back). Refreshments will be provided. Registration is \$25. If you are unable to attend, please make a kind donation to assist at least one student in need.



**May 5, 2016                      Career Readiness Workshops (for students)**

No classes will be held. If your class is normally held that day, both students and instructors (you may use the lab at such time if needed) are expected to attend. Those from the Monday/Wednesday group, you are highly encouraged to attend.

Students will sign in for each session attended (copies of the sign-in sheets will be circulated after to all instructors) and post a report of the session attended. This is part of the Discussion grade for each course.

**May 11 – 12, 2016                      Midterm Exams**

All classes should hold their midterm exams during this time. The remainder of the session should be used to cover any expected make-up session.

All midterm progress reports are due on May 17, 2016. Instructors are asked to create midterm progress reports (with special emphasis on a recommended plan of action to assist students to succeed) for each student in the class. These reports should be sent individually to each student and one file collated with all reports should be submitted to the Dean.

**May 16, 2016                      Discovery Day: Public Holiday**

**May 17 – 22, 2016                      Spring Quarter's Seminar**

BE 425 Seminar on Business and Society to Chicago. Kindly note that the participating students are excused from classes on April 17, 18 and 19<sup>th</sup>. However, they are responsible to submit all due assignments during that period.

**June 13, 2016**

**Queen's Birthday: Public Holiday**

**June 22 – 23, 2016**

**Final Examinations Days**

All courses should have a final exam, and proctored on the final class day (not earlier). For M/W classes, final exam date is June 22. For T/TH classes, final exam date is June 23.

**June 27, 2016**

**Finalization of grades on Populi**

All courses should be finalized on Populi and the end-of-quarter checklist completed. Once the checklist has been signed off on, checks will be disbursed accordingly.

**June 28, 2016**

**End of Quarter Faculty Social**

On behalf of the International College of the Cayman Islands, a heartfelt thanks to all faculty members for your dedication and support in educating our future leaders. Please do join us for an evening of fun, laughter and sharing with other faculty members (location will be announced).

### **Next Quarters**

SUMMER QUARTER: July 6, 2016 – September 22, 2016

FALL QUARTER: October 3, 2016 – December 15, 2016



## Building a Brighter Community: April 5, 2016 Faculty Meeting

Support the development of Cayman's future workforce by increasing access to education through an affordable and accredited online education with ICCI



- Founded in 1970, the International College of the Cayman Islands (ICCI) is the oldest college in the Cayman Islands. Its mission is to prepare students for career placement and enhancement equipping graduates with practical skills of critical thinking, problem solving and self-directed learning for success in today's job market.
- ICCI is a privately run non-profit organization and its Board of Trustees is chaired by Mike Mannisto and includes 14 active members from the private sector within the Cayman Islands. ICCI has a 91% class attendance rate.
- ICCI has produced 2,000+ graduates including government officials, cabinet officers, and business leaders.
- 40 degrees were awarded in 2015. Currently 12 degree disciplines are offered on the ICCI curriculum.
- U.S. Accredited by Accrediting Council for Independent Colleges and Schools (ACICS) since 1979; in 2015 ICCI earned approval to launch an online learning initiative.

ICCI Strategic Focus: Community Service – Service to the Nation

Only **22.6%** of Caymanians have college degrees.

In the fall quarter of 2015 **72%** of ICCI enrollments were women.

**76%** of ICCI students were part-time in the fall quarter of 2015.

In 2015 students enjoyed a **100%** Placement Rate per the ACICS Campus Accountability Report.

Many of our students are working mothers who need credentials to improve the lives of their families. Overseas education and costly online programs are not in reach of our students. Mentoring is fundamental to learning and the ICCI online education model.

Our students want U.S. Accredited Education to help them achieve upward advancement in Cayman's labor market. U.S. Accreditation is important to our U.S. focused financial services and tourism industries.

**How can your organization partner with ICCI to help bridge the skills gap?**

Highest Academic Standards --- Soft Skills/Communication Development

Competence in English & Math --- External Validation of Degrees by Employers



# ICCI - Investing for the Future

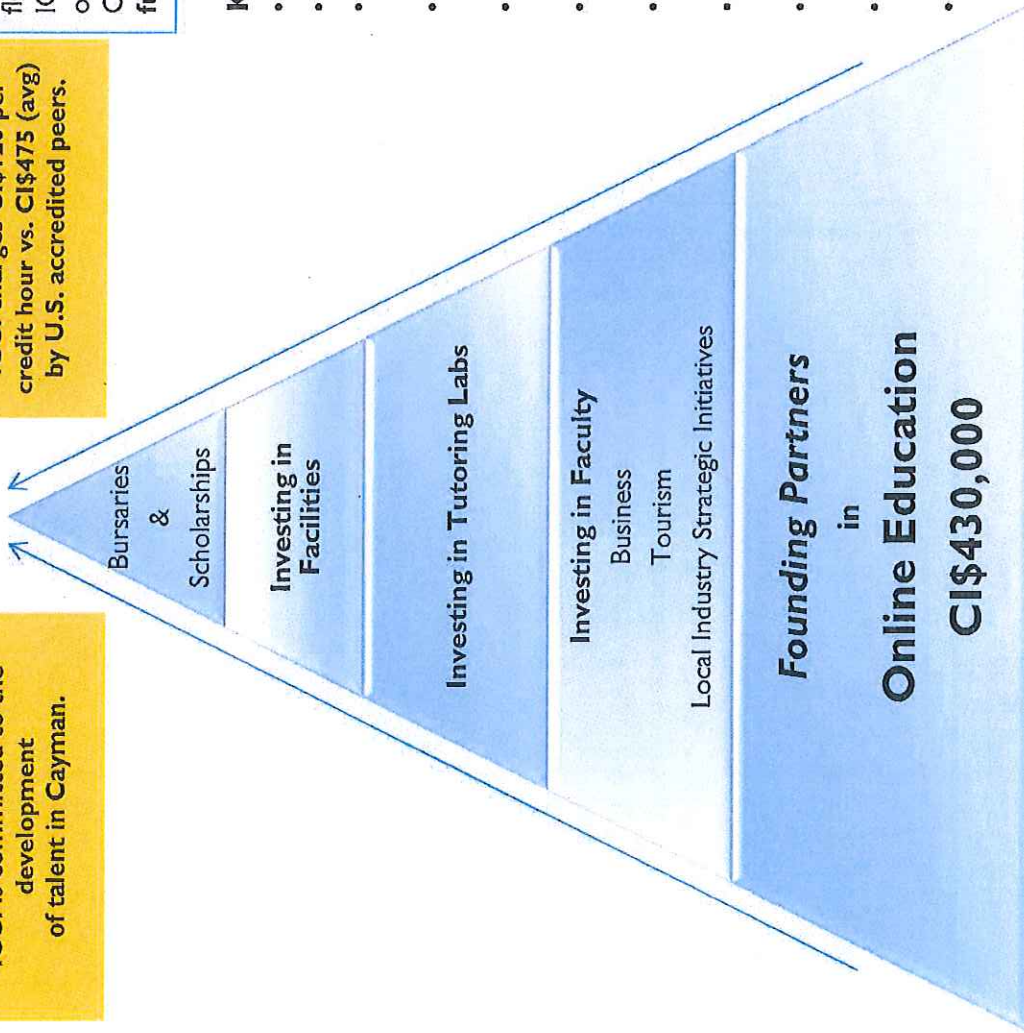
ICCI is committed to the development of talent in Cayman.

ICCI charges CI\$120 per credit hour vs. CI\$475 (avg) by U.S. accredited peers.

ICCI is seeking partners to improve tertiary education in the Cayman Islands. Over the next three years, ICCI wishes to build an **online learning platform** that will offer enhanced education programs, better learning opportunities and greater flexibility to the people of the Cayman Islands. Partner with ICCI to invest in online education to support the development of the local workforce and create opportunities for Caymanians and their families. **Help ICCI build a brighter future and become a partner today.**

## Key features of the initiative:

- Development of online education
- Enhanced degree programmes
- Classroom upgrades and interactive technology, computer lab upgrades
- Tutoring labs to boost skills, increase retention and graduate rates
- Digital resources to aid knowledge sharing and information literacy
- Private sector co-sourcing and outsourcing online education
- Training to ICCI students from recruitment through to workplace skills and development
- Recruitment competency assessments that can be taken online regardless of location
- Customized onboarding and online training for new employees
- Customized online solutions for the private sector industry skillset needs
- Building an online component to professional development programs







## President's Update to Faculty

Spring Quarter Faculty Meeting April 5, 2016 6:00 p.m.

### 1 ACCREDITATION AND COMPLIANCE

---

- The College is meeting all requirements set forth by ACICS and IACBE last quarter.
- There is an ACICS visit to the College in October to evaluate our online programs. This visit is needed to offer degree programs 100% online.
- There is an IACBE visit in November to consider ICCI for full accreditation for all business programs. Expected accreditation date: January 2017.
- Dr. Marshall is attending the IACBE conference in Memphis, Tennessee, USA this week meeting with accreditation officers and colleagues in preparation for the visit.
- 100% of faculty should complete at least one professional development activity in their discipline by August 31.
- 100% of faculty should have at least two in-service activities about teaching and learning by August 31.
- The College has launched the required Student Consumer Information page to the website. This information must be current at all times. The most recent faculty satisfaction survey is posted. Student evaluations of faculty need to be posted by the end of the month from the Winter Quarter and each quarter thereafter. Faculty feedback is welcomed on the best way to do this.

## 2 TEACHING AND LEARNING

---

- The College is launching a writing across the curriculum initiative (WAC) this quarter. All courses including math and accounting will need to have at least one major piece of writing.
- The College will be using standardized course assessments so as to assist the College to more tangibly demonstrate student learning outcomes.
- The College is now using Turnitin as a tool to help students become better writers.
- All faculty members have been emailed their teaching evaluations from Winter 2016.
- A detailed analysis is forthcoming, but there are very high marks for: I can apply concepts from this course to help me get a job, earn a promotion, or earn a raise; The instructor demonstrated respect for students, and This course was worth the tuition dollars invested.
- Students identified the amount of work as a negative. Obviously, the College sees the students' "negative" responses to this question as a positive for the College.
- The College will be hosting a teaching and learning summit April 23 and 24 to look at students work products as part of our assessment process.

## 3 A WORD OF APPRECIATION

---

- The President's Office wishes to express thanks to all faculty for the engagement with our students in teaching and learning. Course satisfaction, student academic performance, the academic reputation of the College and positive feedback on ICCI graduates in the workforce are all on the rise. This is a direct reflection on the work being done in classes. Your work is appreciated! Thank you!



**INTERNATIONAL**  
**COLLEGE** CAYMAN  
ISLANDS

**Week #1 Check-In for Faculty**

Have you submitted your syllabus for review and approval? ☐

Is your approved syllabus posted on Populi? ☐

Have you completed training for Populi and Mylabs (if applicable)? ☐

Did you add a welcome note on the Dashboard for the course? ☐

Is the Grade Book accurate and captures all assessments' scores? ☐

Do you have an icci.edu.ky email and logged unto Populi? ☐

Did you thoroughly discuss the syllabus with your students, making note of special events, No Class dates, and possible make-up sessions? ☐

Did you provide homework assignment this week? ☐

**Remember no 5:30 p.m. class should end before 7:30 p.m.**

**Remember no 7:50 p.m. class should end before 9:50 p.m.**

Instructor's Name: \_\_\_\_\_

Date: \_\_\_\_\_