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Institutional Effectiveness Committee
11:10 a.m., October 12, 2022
BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Vice President for Academic and Student Affairs

Stevenson Kotton (**Not Present**)

Vice President of Business and Administrative Affairs

Vasemaca Savu

Dean of Academic Affairs

Monica Gordon

for Dean of Student Services

Rigieta Lord (**Not Present**)

Dean of WAVES

Cheryl Vila (**Excused**)

Director of Institutional Research and Assessment

Agnes Kotoisuva

Director of Human Resources

Rosina Korean

Faculty Senate Representative

Hatty Kabua

Grant Coordinator

Rosie Koroi (**Not Present**)

Curriculum Committee Chairperson

Verenaisi Bavadra (**Excused**)

Staff Senate Representative I

Jakio Lanwe

Staff Senate Representative II

Carnie Reimers

Student Government Association Representative

ATTENDEES via ZOOM

Stanley Lorennij

Vice President of Land Grant

The Institutional Effectiveness Committee's *first* meeting for October 2022, was called to order by the Chairperson at approximately 11:09 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Staff Senate Representative II.

1. **Approval of Previous Meeting MINUTES**

a. The draft Minutes from **September 14, 2022**, were reviewed by the Committee.

- i. After the committee reviewed the **MINUTES**, the Vice President for Academic and Student Affairs made a motion to approve the minutes, seconded by the HR Director. The motion was carried successfully with no abstention.



DECISION

With no corrections, the IEC meeting MINUTES for September 14, 2022, were approved, as read.

2. Action Items

a. IEC Assessment 2021 - 2022

- i. The IEC discussed the need for disaggregation to be understood better regarding the CMI's data.
 1. As a result, the following clause to the Assessment Report for AY 2021-2022:
 - a. "Disaggregation of data and outcomes assessments continues to be a work in progress, and IEC will need to continue to focus on implementing disaggregation and educating the college community, especially those responsible for assessments, about disaggregation."
- ii. The VPASA made a motion to approve the IEC's Annual Assessment Report for AY 2021-2022. The motion was seconded by the Faculty Senate Representative, as it was successfully carried by the majority with no abstentions.

1. **DECISION**

- a. **With the modifications, the IEC Assessment 2021 - 2022, was approved, as projected.**

b. SLO Cycle 3 4-column report - Va

- i. The Dean of Academic Affairs shared with the committee the SLO Cycle 3 4-column report.
 1. The Dean of Academic Affairs was to share the analysis of the highlighted items in the next IEC meeting on October 26, 2022.

c. ISLO 2 Assessment results report

- i. The document was shared by the VPASA with the IEC members.
 1. The committee discussed ways to improve sharing needed information online.
 2. After a thorough discussion and review, the Dean of Academic Affairs made a motion to approve the ISLO 2 Assessment results report.



- a. The motion was seconded by the VPLG, as it was passed by the majority with no abstentions.

i. DECISION

1. **Having no corrections, the [ISLO 2 Assessment results report](#), was approved, as presented.**

- a. The document was to be forwarded to the Executive Council, per their review and reference.

3. Subcommittee and Working Group Updates

a. Data Governance

- i. **Update**
- ii. **Data Summit Update**

1. The Director of IRA shared the previous agenda for the Data Summit III, which took place on July 29, 2022.

b. AUO Working Group

- i. **Assessment Handbook**
- ii. **Process for setting up a new service area (to be in Administrative Handbook under development)**

4. FACETS Update

- a. **Group I - Phase F and A**
- b. **Group II - Phase F**

5. Participatory Governance

- a. Training plan and schedule for participatory governance by Task Force
 - i. The Chairperson/EVP, inquired on the best time for department Chairpersons to meet regarding the upcoming Participatory Governance Training.
 1. It was decided that the department Chairpersons were to meet on October 31, 2022, at 11:00 a.m.

6. Integrated Planning Cycle: Current Phase = Budget Allocation

- a. The EVP shared with the committee members the Asana project regarding the [Strategic Plan progress update](#):
 - i. 53 activities achieved (no change since Sept 14, 2022)
 - ii. 213 activities on track (no change since Sept 14, 2022)
 - iii. 58 activities deferred (no change since Sept 14, 2022)



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- b. The EVP also briefly updated the committee regarding the Educational Master Plan revision.

7. Accreditation Update

- a. *Standard I.B.3: The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.*
- b. The ALO shared with the committee information regarding CMI's Follow-Up Report, which had been submitted prior to the due date on October 1, 2022.
- i. The ALO shared the ACCJC's virtual visit in the upcoming weeks and also a visit during the Spring Semester 2022.

8. Plan of Work for the Committee this Year

- a. As per the Chairperson/EVP, the IEC's Plan of Work for the academic year, was currently being worked on by him and the Director of IRA.

In the interest of time, the agenda items in 3 - 4, were deferred for the next IEC meeting.

ADJOURNMENT

The IEC's *first* meeting for October 2022, was adjourned at 11:51 a.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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William Reiher, EVP
Chairperson, IEC

Approval Date:

October 26, 2022