



Institutional Effectiveness Committee
11:10 a.m., October 26, 2022
BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj *

Stevenson Kotton (**Not Present**)

Stanley Lorennij

Vasemaca Savu *

Dr. Angela Franklin

Cheryl Vila

Agnes Kotoisuva

Rosina Korean *

Hatty Kabua

Rosie Koroi *

Jakio Lanwe (**Off-Island**)

Carnie Reimers

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Vice President of Land Grant

Dean of Academic Affairs

Dean of Student Services

Director of Institutional Research and Assessment

Director of Human Resources

Faculty Senate Representative

Grant Coordinator

Curriculum Committee Chairperson

Staff Senate Representative II

Student Government Association Representative

ATTENDEES via ZOOM

Rigietta Lord

Verenaisi Bavadra

Dean of WAVES

Staff Senate Representative I

* Members at the Faculty In-Service

The Institutional Effectiveness Committee's **second** meeting for October 2022, was called to order by the Chairperson at approximately 11:08 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, [October 12, 2022 \(draft\)](#), were reviewed by the Committee.

i. After the committee reviewed the **MINUTES**, the HR Director made a motion to approve the minutes, seconded by the Dean of Student Services. The motion was carried successfully with no abstention.



DECISION

With no corrections, the IEC meeting MINUTES for October 12, 2022, were approved, as read.

2. Action Items

- a. [SLO Cycle 3 4-Column Report](#)
- b. [SLO 2 Assessment Results Report](#)
 - i. With the absence of the Dean of Academic Affairs, the [SLO Cycle 3 4-Column Report](#) and the [SLO 2 Assessment Results Report](#), were deferred to the next IEC meeting.

3. Subcommittee and Working Group Updates

- a. **Data Governance**
 - i. **Update**
 1. The IRA Director updated the committee regarding progresses made by the Data Governance Subcommittee.
 - a. A four-member working group, led by the Web and Database Administrator, was in the process of finding solutions to the issue regarding the current student's identification numbers.
 - b. The IEC also discussed other avenues regarding the assignment of student's identification numbers.
 - i. It was recommended by the IEC that CMI should be responsible to generate student's id numbers, rather than use their social security numbers.
 - ii. [Data Collection and Reporting Calendar](#)
 1. The IRA Director explained the [Data Collection and Reporting Calendar](#) to the IEC members.
 - a. It was recommended by the IEC members to include a "reporting cycle" in the document.
 - b. The EVP was to send a reminder to the Deans, Directors, and the Administrators.
- b. **AUO Working Group**
 - i. Guide to Outcomes [Assessment Handbook](#)
 1. The IRA Director shared the drafted Guide to Outcomes [Assessment Handbook](#) with the members.



- a. The handbook needed to be approved by December 2022.
- b. The Secretariat Officer was to share this with the respective senate groups.
- c. This was to be tabled further in the next IEC meeting, scheduled for November 9, 2022.

ii. **Administrative Handbook**

1. The Administrative Handbook was currently being worked on by the EVP and the VPBAA.
 - a. The development progress of the handbook will be shared in the next IEC meeting on November 9, 2022.

4. FACETS Update

- a. [Group I - Phase F and A](#)
- b. [Group II - Phase F](#)
 - i. As per the IRA Director, there were no updates regarding the FACETS.
 - ii. A Program Review Training was scheduled for Friday, November 4, 2022.
 1. Before the scheduled PR training, the IEC discussed the need to notify supervisors regarding groups that are currently behind in FACETS.
 - iii. The IEC also discussed the need to identify a Program Review Champion.
 1. A TOR for a Program Review Champion needed to be developed.
 - iv. The IRA Director also reminded the IEC of the new positions that needed to start their program reviews.

5. Participatory Governance

- a. Training plan and schedule for participatory governance by the Task Force.
 - i. A meeting with the Committee Chairpersons to discuss needed improvements to the current participatory governance process has been scheduled for Monday, October 31, 2022.
 1. After the meeting, training sessions with the Staff Senate, Faculty Senate, and the SGA will occur.

6. Integrated Planning Cycle: Current Phase = Budget Allocation

- a. [Strategic Plan progress update:](#)
 - i. 57 activities achieved (+4 since Sept 14, 2022)
 - ii. 210 activities on track (-3 since Sept 14, 2022)
 - iii. 57 activities deferred (-1 since Sept 14, 2022)



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b. Educational Master Plan Revision - Fall 2022

i. Step 1: Establish a working group to develop the process for the 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.

8. New Plan of Work for the Committee this Year

In the interest of time, the agenda items in 5 - 8, were deferred for the next IEC meeting.

ADJOURNMENT

The IEC's ***second*** meeting for October 2022, was adjourned at 12:06 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

89BEB3BDPC23455...

Dr. Elizabeth Switaj, VPASA/ALO
Co-Chairperson, IEC

Approval Date:

November 9, 2022