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Accredited by the Western Association of Schools and Colleges

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Institutional Effectiveness Committee
11:10 a.m., November 9, 2022
BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher (**Excused**)

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

Stanley Lorennij (**Not Present**)

Vice President of Land Grant

Dr. Angela Franklin

Dean of Student Services

Cheryl Vila

Director of Institutional Research and Assessment

Agnes Kotoisuva

Director of Human Resources

Rosina Korean

Faculty Senate Representative

Hatty Kabua

Grant Coordinator

Rosie Koro

Curriculum Committee Chairperson

Verenaisi Bavadra (**Excused**)

Staff Senate Representative I

Jakio Lanwe

Staff Senate Representative II

Carnie Reimers (**Not Present**)

Student Government Association Representative

ATTENDEES via ZOOM

Vasemaca Savu

Dean of Academic Affairs

Rigiet Lord

Dean of WAVES

The Institutional Effectiveness Committee's **first** meeting for November 2022, was called to order by the Co-Chairperson at approximately 11:20 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Co-Chairperson.

1. **Approval of Previous Meeting MINUTES**

a. The draft Minutes from [October 26, 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 Faculty Senate Representative. The motion was carried successfully with no abstention.



DECISION

With the corrections, the IEC meeting MINUTES for October 12, 2022, were approved, as read.

2. Action Items

a. SLO Cycle 3 4-Column Report

- i. The Dean of Academic Affairs requested that this be deferred to the next IEC meeting, which was scheduled for November 23, 2022.

b. SLO 2 Assessment Results Report

- i. The committee discussed the feedback given on the document.
 1. To address the comments provided, it was decided that the [SLO 2 Assessment Results Report](#) be deferred to November 23, 2022.

3. Subcommittee and Working Group Updates

a. **Data Governance**

i. **Update**

1. As per the IRA Director, there were no updates regarding the Data Governance sub-committee.

ii. Data Collection and Reporting Calendar

1. It was recommended by the IEC members to include a “reporting cycle” in the document.
2. The EVP was to send a reminder to the Deans, Directors, and the Administrators regarding the inclusion of any mandatory reports they did on behalf of the college.

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. It was recommended and discussed by the IEC that communication be sent out to the respective Directors, Deans, etc., on the update regarding outcome assessment.

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 upcoming IEC meetings.



4. FACETS Update

a. PR Training

- i. The IRA Director updated the committee regarding the previous PR Training Day that was conducted.
- ii. It was recommended by the IEC that official notifications be sent out to the respective VPs regarding departments that were not up to date with the Program Reviews.

b. [Group I - Phase F and A](#)

c. [Group II - Phase F](#)

5. Participatory Governance

- a. Training plan and schedule for participatory governance by Task Force
 - i. [Monday 31st Oct, 11am - meeting with Committee chairs to discuss needed improvements to the current participatory governance process.](#)
 1. The IEC carefully reviewed the document.
 2. The document was to be reviewed again in the next scheduled IEC meeting on November 23, 2022.

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)
- b. Educational Master Plan Revision - Fall 2022
 - i. Step 1: Establish a working group to develop the process for the revision.

7. MAPS Update

- a. [MAPS Cycle III Group 1 SLO Assessment](#)
 - i. The IRA shared and thoroughly explained the [MAPS Cycle III Group 1 SLO Assessment](#) to the IEC members.

8. Discussion on ISLOs Visibility

- a. The IEC members discussed how the ISLOs would be better shared among the CMI community, especially the students.
 - i. Some of the recommendations included:
 1. ISLOs to be displayed on the CMI Digital Campus Monitors.
 2. More graphics with detailed explanations on the CMI website.
 3. Display of banners around the CMI campus with the ISLOs.



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- a. The VPASA was to share banner designs in the next IEC meeting, which was scheduled for November 23, 2022.
4. Student activities regarding the ISLOs.
5. Inclusion of the ISLOs in course syllabi.
 - a. The CC Chairperson will share examples in the next IEC meeting.

9. [Early Outcomes Indicators](#) Power BI or [PDF](#)

10. **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.*

11. [Integrated Academic and Student Affairs Assessment Plan](#)

12. **New Plan of Work for the Committee this Year**

In the interest of time, the agenda items in 9 - 12, were deferred for the next IEC meeting.

ADJOURNMENT

The IEC's *first* meeting for November 2022, was adjourned at 12:00 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

89BEB3BDDC23455...

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

Approval Date:

November 23, 2022