



CMI

Institutional Effectiveness Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: iec@cmi.edu

Institutional Effectiveness Committee

11:10 a.m., May 10, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton *

Stanley Lorennij

Vasemaca Savu

- Vacant -

Cheryl Vila

Kayo Yamaguchi-Kotton

Rosie Koro

Milner Okney

Anaseini Talei

Susana Kamram

Logan Lelet

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

Curriculum Committee Chairperson

for Grant Coordinator

Staff Senate Representative I

Staff Senate Representative II

Student Government Association Representative

On Leave

Hatty Kabua

Rosina Korean

Grant Coordinator

Faculty Senate Representative

Attendees via ZOOM

Rigieta Lord

Dean of WAVES

* Not Present

The Institutional Effectiveness Committee's *first* meeting for May 2023, 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.



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1. Approval of Previous Meeting MINUTES

- a. The draft minutes from [April 26, 2023 \(Draft\)](#) , were reviewed by the Committee.
 - i. After the committee reviewed the meeting minutes, the IRA Director made a motion to approve the minutes, seconded by the Student Government Representative. The motion was carried successfully with two abstentions.

DECISION

With the modifications, the IEC meeting minutes for April 26, 2023, were approved, as read.

2. Action Items

- a. [Acceptance of IEC prioritization results](#)
 - i. The EVP shared with the IEC members the Prioritization Results, which had been voted on electronically, and passed by the majority.
- b. [PR Champion Workplan](#)
 - i. The Director of IRA shared the nominated [PR Champion Workplan](#) with the IEC members.
 - ii. After the work plan was carefully reviewed, the Dean of Academic Affairs made a motion to approve the document. The motion was seconded by the proxy for the Grant Coordinator and successfully passed by the majority, with no abstentions.

DECISION

The [PR Champion Workplan](#), was approved, as presented.

3. Subcommittee and Working Group Updates

- a. **Data Governance**
 - i. As per the IRA Director, the sub-committee's decision on a plan to move forward regarding the development of a student ID system, was still pending.
 1. The sub-committee was waiting on the VPBAA and the IT team's recommendations in terms of the following:
 - a. The use of a student's social security number.
 - b. CMI to develop or use their own system.
 - i. This issue was to be brought up by the EVP during the next SLT meeting.



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b. Administrative Handbook Working Group

- i. Process for setting up a new service area (to be in Administrative Handbook under development)
 - 1. The Chairperson, once again, shared with the IEC members the following members of the Administrative Handbook working group:
 - a. EVP
 - b. VPBAA
 - c. HR
 - d. IR
- ii. Administrative Handbook
 - 1. The Administrative Handbook was still under development.
 - a. An update was to be shared in the upcoming IEC meetings.

4. FACETS Update

- a. [Update Report](#)
 - i. As per the IRA Director, there were no updates regarding the FACETS Cycle.
- b. Program Review Day
 - i. The IRA shared the upcoming Program Review Day with the IEC members, which had been scheduled for the afternoon of May 12, 2023.

5. Participatory Governance

- a. [Participatory governance awareness survey](#)
 - i. The Chairperson/EVP shared that a survey was to be shared with the CMI community regarding the process and understanding of CMI's Participatory Governance.
 - ii. After the IEC thoroughly reviewed the survey, the following questions were recommended to be added:
 - 1. "Did the development of the Participatory Handbook help in understanding CMI's participatory governance process?"
 - 2. "Did the previous Participatory Governance Trainings help in understanding CMI's participatory governance process?"

6. Integrated Planning Cycle: Current Phase = Budget Allocation

- a. [Strategic Plan progress update](#)
 - i. 125 activities achieved (2% ↑ since April 26, 2023)
 - ii. 154 activities on track (2% ↓ since April 26, 2023)
 - iii. 54 activities deferred (no change since April 26, 2023)



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1. According to the Chairperson, there was a 2% progress increase from the previous IEC meeting on April 26, 2023.
2. The Chairperson brought to the IEC's attention that there was still more than 50% of the strategic activities needed to be completed.
 - a. The Chairperson informed the members to remind their respective departments of the need to complete their strategic activities.

b. Educational Master Plan revision - Fall 2022

- i. Step 1: [TOR for Working Group](#)/Task Force
- ii. [Update from Meto Task Force](#)
 1. As per the Chairperson/EVP, there were no updates from the Meto Task Force.

7. MAP Update

a. Cycle 3 Group 2

- i. The IRA Director shared that although there were 28 units completed, they were still pending the department Chairperson's approval.

b. Cycle 4 Group 1

- i. According to the IRA Director, there were 3 courses that had not submitted their assessment plans.
 1. The Chairperson was to send a follow-up email regarding the delayed assessment plans.
 - a. The IRA Director was to share the courses with the delayed assessment plans with the Assessment Coach.

8. Follow Up on [Early Outcomes Indicators Power BI or PDF](#)

- a. Ensuring that students receive and understand course syllabuses.
- b. The instructors find ways to interact with the students during the first day/first week of instruction.
- c. Development of a mentoring system program that should be led by the Dean of Student Success.
- d. Hosting orientations for Jaluit and Wotje students before students attend CMI.
 - i. The recommendations were put on hold until the role of a new Dean of Student Success was filled.

9. Student Engagement report

- a. The IRA Director informed that the report had already been shared with the Faculty Senate, SLT, and the BoR.



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- b. The IEC discussed thoroughly their interest in obtaining the Faculty Senate's feedback/recommendations regarding the report/results.

10. Accreditation Update

- a. Standard 1.1: The institution has established a clearly defined mission that appropriately reflects its character, values, structure, and unique student demographics. The institution's mission articulates its commitment to assuring equitable educational opportunities and outcomes for all students.

i. **Review Criterion:**

1. The institution's mission demonstrates alignment with [ACCJC's Policy on Social Justice](#).
 - a. The IEC discussed CMI's involvement in reaching out to the neighboring islands in terms of available resources, such as grants.
 - i. The evidence discussed by the IEC were the CMI ISLOs and the Equity Dashboard.
 - b. The IEC thoroughly discussed possible challenges/experiences of the students transferring to CMI from the neighboring islands.
 - i. It was recommended by the IEC that a survey be conducted within the student community in terms of the issue discussed.
 1. The IEC discussed the importance of "clearly defining the definitions and clearly designing questions for students to understand."
 - ii. It was also recommended by the IEC members that brochures should be developed and shared regarding students' expectations prior to attending CMI on Majuro.
 1. The IEC discussed how the recommendation would be integrated into the recruitment process.
 - iii. The IEC discussed the impact of a student's first semester in attending college.
2. After a thorough review and discussion of the ACCJC standard and review criterion, it was recommended that a task force be formed.
 - a. As per the Chairperson/EVP, the recommendation was to be shared in the next SLT meeting.



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11. 2023 Annual Plan of Work for the Committee

- a. In the interest of time, the agenda item for number 11, was not reviewed and entertained by the IEC.

ADJOURNMENT

The IEC's *second* meeting for April 2023, was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

65AD6D4E022F487...

William Reiher, EVP
Chairperson, IEC

Approval Date:

6/14/2023