



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., March 22, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton

Dr. Angela Franklin *

Cheryl Vila

Kayo Yamaguchi-Kotton

Rosina Korean

Vacant

Logan Lelet

Ruthy Maun

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Dean of Student Services

Director of Institutional Research and Assessment

Director of Human Resources

Faculty Senate Representative

Staff Senate Representative II

Student Government Association Representative

for Staff Senate Representative I

On Leave

Vasemaca Savu

Anaseini Talei

Rosie Koro

Rigieta Lord

Dean of Academic Affairs

Staff Senate Representative I

Curriculum Committee Chairperson

Dean of WAVES

Attendees via ZOOM

Stanley Lorennij

Hatty Kabua *

Vice President of Land Grant

Grant Coordinator

* Not Present

The Institutional Effectiveness Committee's ***second*** meeting for March 2023, was called to order by the Chairperson at approximately 11:10 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Staff Senate President. The Chairperson welcomed the IEC members, especially the new HR Director. The members did a quick introduction of themselves before the Chairperson continued on with the meeting agenda.



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1. Approval of Previous Meeting MINUTES

- a. The draft minutes from [February 22, 2023 \(Draft\)](#), were reviewed by the Committee.
 - i. After the committee reviewed the **MINUTES**, the Faculty Senate Representative made a motion to approve the minutes, seconded by the SGA Representative. The motion was carried successfully with no abstention.

DECISION

With the corrections, the IEC meeting MINUTES for February 22, 2023, were approved, as read.

2. Action Items

- a. [PR Champion TOR](#)
 - i. The IRA Director shared the IEC's recommendations that were added on the document.
 - ii. The IEC members discussed thoroughly a 25% allowance to the PR Champion that would be selected.
 1. The Director of IRA was to include and provide further clarification in regards to the "Compensation" section in the document.
 - a. The payment process and requirements were also reviewed thoroughly by the IEC.
 - i. It was noted that payments would be outcome based and should be included in the PR Champion's contract.
 - iii. The IEC members reviewed the qualifications in identifying a PR Champion.
 1. It was agreed, by the majority, that a selected PR Champion would be from the Director level.
 - iv. The importance of a PR Champion to record his/her working hours was carefully discussed by the IEC.
 1. It was agreed, by the majority, that the PR Champion would need to record his/her allocated working hours.



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- v. The importance of the IEC to not acquire the IRA department's role was also thoroughly discussed by the committee.
- vi. The following bullet point under the "Responsibilities" section, was thoroughly discussed and clarified by the IEC:
 - 1. "Submit a monthly report to IEC on units' progress and compliance with the program review process"
- b. After being carefully reviewed, the VPBAA moved to approve the [PR Champion TOR](#), as the motion was seconded by the HR Director. The motion was passed by the majority, with no abstentions.

i. DECISION

- 1. **With the modifications and the recommendations, the [PR Champion TOR](#), was approved.**
- c. After the document was approved, the IEC discussed the possible recommendations for the position.

3. Subcommittee and Working Group Updates

- a. Data Governance
 - i. Update [Data Collection and Reporting Calendar](#)
 - 1. The IEC discussed the needed due dates in regards to the [Data Collection and Reporting Calendar](#).
 - a. The VPBAA shared the needed dates with the IEC members as they were added on to the document.
 - 2. After being thoroughly reviewed, the VPASA moved to approve the [Data Collection and Reporting Calendar](#). The motion was seconded by the VPBAA and passed unanimously, by the majority, with no abstentions.

a. DECISION

- i. **With the modifications, the [Data Collection and Reporting Calendar](#), was approved as projected.**
- 3. Upon approval, the monitoring process for the [Data Collection and Reporting Calendar](#) was discussed.



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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) - VPBAA, EVP, HR, IRA.
- ii. Administrative Handbook Under Development
 1. It was decided, by the majority, that the “AUO Working Group” be changed to “Administrative Working Group.”

4. **FACETS Update**

a. Update report

- i. As per the IRA Director, out of the 25 units, 7 units had attended the previous Program Review Day training that had occurred on March 17, 2023.
 1. The IRA Director shared the challenges encountered by the units. Some of the challenges included:
 - a. Encountering problems regarding Nuventive
 - b. Units shared being overwhelmed
 - c. Data Collection
 - i. The IEC members discussed possible data collection methods.

b. Refresher Training Update

- i. The IRA Director shared that training participants had requested for focus group discussions to occur for the next Data Summit.
 1. Participants had also requested for Focus Group Discussion training to be conducted by the IRA department.

c. Exempted Programs and Departments

d. Programs and Departments That Should Do Program Reviews

- i. The IEC reviewed which units and departments were exempted from being required to submit program reviews.
 1. It was discussed and agreed by the majority that the Translator, Communications Officer, and the Community Liaison, Protocol & Logistic Officer would submit one program review for all 3 units.
 2. The IEC clarified that due to the reason that program review was a CMI initiative as an institution, the Land Grant and the



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Internal Auditor's Office should not be exempted in terms of submitting their department's program reviews.

- a. According to the Chairperson, the matter would be discussed further in the SLT meeting.
 - i. The following were thoroughly reviewed for exemption by the IEC:
 1. Executive Officer
 2. Secretariat Officer
 3. Administrative Assistant

5. **Participatory Governance**

- a. 2023 Refresher Trainer for SGA Completed 15th March 2023

6. **Integrated Planning Cycle: Current Phase = Budget Allocation**

- a. [2023 Priority SP Activities \(40 costed activities\)](#)
 - i. The Chairperson shared the [2023 Priority SP Activities \(40 costed activities\)](#), with the IEC members.
 1. As per the Chairperson, departments were to meet with the VPBAA and the FABS department in regards to their requests and their budgets.
- b. [List of 2021 priorities that were funded](#)
- c. [Prioritization form \(google sheet\)](#)
- d. Confirm availability of funding for budget allocation
- e. [Strategic Plan progress update](#)
 - i. 111 activities achieved (66% ↑ since Feb 22, 2023)
 - ii. 169 activities on track (17% ↓ since Feb 22, 2023)
 - iii. 53 activities deferred (2% ↓ since Feb 22, 2023)
- f. Educational Master Plan revision - Fall 2022
 - i. Step 1: [TOR for Working group](#)/Task Force

7. **MAPS Update**

- a. [Cycle 4 Group 1](#)
- b. [Cycle 3 Group 2](#)

8. **Update on ISLOs Visibility**

9. **Followup 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.



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d. Hosting orientations for Jaluit and Wotje students before students attend CMI.

10. [Student Engagement report](#)

11. **Accreditation Update**

a. Update on February Visit

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

Review Criterion:

- The institution's commitment to equitable educational outcomes is informed by an understanding of the characteristics of its students.

12. [2023 Annual Plan of work for the committee](#)

In the interest of time, the agenda items from 6.b. - 12, were deferred to the next IEC meeting on April, 12, 2023.

ADJOURNMENT

The IEC's *second* meeting for March 2023, was adjourned at 12:10 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:

April 12, 2023