



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
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Website: iec@cmi.edu

Institutional Effectiveness Committee
11:10 a.m., November 23, 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

Stanley Lorennij (**Not Present**)

Vice President of Land Grant

Vasemaca Savu

Dean of Academic Affairs

Dr. Angela Franklin

Dean of Student Services

Rigietta Lord (Not Present)

Dean of WAVES

Cheryl Vila

Director of Institutional Research and Assessment

Agnes Kotoisuva

Director of Human Resources

Rosina Korean (**Not Present**)

Faculty Senate Representative

Hatty Kabua (**Not Present**)

Grant Coordinator

Rosie Koro

Curriculum Committee Chairperson

Verenaisi Bavadra (**Not Present**)

Staff Senate Representative I

Jakio Lanwe

Staff Senate Representative II

Logan Lelet

Student Government Association Representative

The Institutional Effectiveness Committee's **second** meeting for November 2022, was called to order by the Chairperson at approximately 11:15 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Student Government Association Representative.

1. Approval of Previous Meeting MINUTES

a. The draft minutes from [November 9, 2022 \(Draft\)](#), were reviewed by the Committee.

i. After the committee reviewed the **MINUTES**, the VPASA made a motion to approve the minutes, seconded by the Dean of Academic Affairs. The motion was carried successfully with no abstention.

DECISION



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With the corrections, the IEC meeting MINUTES for November 9, 2022, were approved, as read.

2. Action Items

a. [SLO Cycle 3 4-Column Report](#)

- i. The Dean of Academic Affairs and the Director of IRA presented and explained the [SLO Cycle 3 4-column report](#) to the IEC members.
- ii. The IRA Director moved to approve, as the Dean of Academic Affairs seconded the motion. The motion was passed unanimously by the majority, with no abstention.
 1. DECISION
 - a. With no modifications, the [SLO Cycle 3 4-column report](#), was approved, as presented.

b. [SLO 2 Assessment Results Report](#)

- i. This was presented by the Director of IRA to the IEC members.

3. Subcommittee and Working Group Updates

a. Data Governance

i. Update

1. As per the IRA Director, the Data Governance sub-committee are scheduled to meet next week.

ii. [Data Collection and Reporting Calendar](#)

1. As per the EVP, an email had been sent out to remind the Deans, Directors, and the Administrators regarding the inclusion of any mandatory reports that had been submitted by their departments on behalf of the college.

b. AUO Working Group

- i. The EVP briefly updated the IEC members regarding the AUO Working Group and the Administrative Handbook, which was still under development.

4. FACETS Update

a. PR Day

- i. The IRA Director shared with the EMC members the previous PR Day and its outcome.
- ii. The IEC discussed nominating and recognizing a PR Champion/Coach.



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1. Based on their submissions, some of the nominees included:
 - a. Library Director
 - b. Admissions Director
 - c. HR Director
 - d. IT Director
2. A TOR was to be developed by the Director of IRA and shared in the next IEC meeting.
 - a. The IEC discussed the distinction between the following areas:
 - i. Academic
 - ii. Administrative/Service

b. [PR Progress Report](#)

- i. The Director of IRA thoroughly explained the [PR Progress Report](#) to the IEC members.
 1. The VPASA stressed the importance of departments to attend the PR Trainings, especially the departments that are behind with their PRs.
 2. The Director of IRA shared her department's availability in assisting any department requesting assistance with their PRs.

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 and made two recommendations to the Recommendations List:
 - a. Recommendation for No.1
 - i. EVP was to discuss and obtain further clarity from the VPBAA.
 - b. Recommendation for No.8
 - i. This was recommended to be deleted.

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)



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- iii. 57 activities deferred (-1 since Sept 14, 2022)
 - 1. After the EVP shared the [Strategic Plan progress update](#) with the IEC members, it was recommended that the update be shared with the appropriate assignees.
- 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. [Draft slides for screens](#)

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 7 - 12, were deferred for the next IEC meeting.

ADJOURNMENT

The IEC's *first* meeting for November 2022, was adjourned at 12:02 p.m.

Submitted By:

DocuSigned by:

D04E36FDE82B468

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

89BEB3BDDC23455

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

Approval Date:

January 25, 2023