



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., June 28, 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 *

Jennifer Seru *

Milner Okney

Anaseini Talei

Susana Kamram *

Bryan Jetnil Jekkar

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

for Co-Chairperson, Curriculum Committee

for Grant Coordinator

Staff Senate Representative I

Staff Senate Representative II

Student Government Association Representative I

On Leave

Rosie Koroï

Hatty Kabua

Rosina Korean

Curriculum Committee Chairperson

Grant Coordinator

Faculty Senate Representative

Attendees via ZOOM

Rigieta Lord

Dean of WAVES

* Not Present

The Institutional Effectiveness Committee's *second* meeting for June 2023, was called to order by the Chairperson at approximately 11:12 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Staff Senate Representative I.



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1. Approval of Previous Meeting MINUTES

a. June 14, 2023 (Draft)

- i. The draft minutes from June 14, 2023 (Draft), were reviewed by the Committee.

1. After the committee reviewed the meeting minutes, the VPASA made a motion to approve the minutes, seconded by the Dean of Academic Affairs. The motion was carried successfully with no abstentions.

a. **DECISION**

With the modification, the IEC meeting minutes for June 14, 2023, were approved, as read.

2. Action Items

a. Completion rate

- i. The IRA Director shared the results of the most recent cohort completion rates with the IEC members.
- ii. The IRA Director informed the IEC members in regards to the previous PPEC meeting's outcome relating to completion rates at the various community colleges.
 1. The IRA Director shared the reverse articulation, in terms of the transfer credit agreement, that was discussed during the PPEC meeting in Honolulu, Hawaii, regarding the community colleges that were working closely with University of Hawai'i and University of Guam.
 2. The IEC also discussed whether it was necessary for cohorts, for the credit level, to be increased at CMI.
 - a. As per the Dean of Academic Affairs, this was, currently, under review.
- iii. The Chairperson informed the IEC members in regards to a grant that had been processed the previous week by the EVP, the Assistant Grant Coordinator, and the Dean of WAVES.
 1. The grant was for a dual credit articulated program.
- iv. The IEC discussed thoroughly the Dual Enrollment Program at CMI and the financial barriers in carrying out the program successfully.
 1. A proposed budget was to be developed by the Dean of Academic Affairs for the Dual Program targeting a cohort for 20 students.



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- b. As per the Chairperson, the recommendations in terms of improving CMI's completion rates, would be compiled and shared with the IEC members in the next IEC meeting, scheduled for July 12, 2023.

3. Subcommittee and Working Group Updates

- a. Data Governance
 - i. Data Summit
 1. A scheduled date had not been confirmed for the Data Summit.
 - a. A confirmed date was to be confirmed by the Dean of Academic Affairs and the IRA Director.
- 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. [Administrative Handbook under development.](#)
 - a. The EVP shared Administrative Handbooks done by other colleges with the IEC members.
 - b. As a way forward, the IEC discussed the inclusion of processes and procedures for the drafted CMI Administrative Handbook for new departments.
 - c. A draft framework was to be shared in the next IEC meeting, scheduled for July 12, 2023.

4. FACETS Update

- a. [Update report](#)
 - i. As per the IRA Director, there were no movements in terms of Group 3 and Group 4.
 1. The IRA Director updated the IEC members in regards to the Associate Dean of Quality Instructions & Innovation's progress in terms of her working with the departments that were behind with their FACETS cycle.



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2. The IRA Director informed the IEC members of the PR Champion's progress in assisting the other departments, such as the Student Services, in regards to their FACETS cycle.
- ii. The Dean of WAVES will assist the new Kwajalein Campus Coordinator once he resumes work, starting on August 1, 2023.
- iii. The following areas had not started their FACETS cycle:
 1. Grants
 2. Translation/Communications/Liaison
 - a. As per the Chairperson, the outcomes were in the process of being finalized.
 3. Land Grant
 - a. As per the Chairperson, the confirmation of having the Land Grant to do program reviews, was to be confirmed and brought up in the next SLT meeting.
- iv. The inclusion, requiring the Micronesian Center for Sustainable Transportation (MCST), was also to be confirmed in the next SLT meeting.

5. Participatory Governance

- a. [Participatory Governance Awareness Survey](#)
 - i. As per the EVP, there had been 73 respondents.
 1. The survey was to be circulated for the last time and the results would be shared in the next IEC meeting on July 12, 2023.
 - a. The Chairperson encouraged the senate representatives to remind their respective senate groups about the survey.
 - ii. Ways to improve student's participation in taking surveys was discussed by the IEC.
 1. The IRA Director explained the need for electronic devices to conduct institutional surveys.
 - a. The IRA Director was to process 20 electronic devices and submit per EVP's review.
- b. [Survey from Dec 2020 \(205 respondents\)](#)

6. Integrated Planning Cycle: current phase = Budget Allocation

- a. [Strategic Plan progress update](#)
 - i. 132 activities achieved (2.3% ↑ since June 14, 2023)
 - ii. 152 activities on track (2% ↓ since June 14, 2023)



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iii. 49 activities deferred (no change since June 14, 2023)

1. The Chairperson shared and explained the [Strategic Plan progress update](#) with the IEC members.

b. Educational Master Plan revision

i. Consultations with CMI and BOR completed

ii. Incorporation of recommendations into draft Meto (on-going)

iii. Desktop survey of [Long Term and Mid Term plans for GRMI](#)

1. The Chairperson/EVP emphasized the importance of including climate change in the CMI Meto, which was in the process of being reviewed/revised.

a. The IEC members discussed the inclusion of climate change in CMI's curriculum.

b. After being thoroughly discussed, the Dean of Academic Affairs made a motion to incorporate climate change into CMI's Meto. The motion was seconded by the proxy for the Grant Coordinator, and was successfully passed, by the majority, with no abstentions.

i. DECISION

1. **The inclusion of climate change to be incorporated into the CMI Meto, was approved.**

7. MAPS Update

a. [Cycle 3 Group 2](#)

b. [Cycle 4 Group 1](#)

c. [Assessment Coach Report](#)

i. The IRA Director reminded the IEC members of the SLO Assessments that had not been submitted.

8. Follow Up on Early Outcomes Indicators Power BI or PDF

a. Awaiting Faculty Feedback

9. [Student Engagement report](#) - buy in from Faculty addressing higher order thinking skills in the classroom.

10. Accreditation Update

a. Follow up on Standard 1.1 and alignment with [ACCJC's Policy on Social Justice](#) (Task Force)

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- i. As per the EVP, the task force had not met, but were to meet in regards to the previous IEC recommendations regarding the [ACCJC's Policy on Social Justice](#), and research project in terms of disaggregation as a result of recommendations made during the previous PPEC meeting.
- b. Standard 1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.

Review Criterion: The institution establishes its goals in a process that is appropriate for its character and context.

11. [2023 Annual Plan of Work for the Committee](#)

- a. In the interest of time, the agenda items for number 10 and 11, were not reviewed and entertained by the IEC.

ADJOURNMENT

The IEC's *second* meeting for June 2023, was adjourned at 12:23 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

William Reiher, EVP
Chairperson, IEC

7/12/2023