



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., July 12, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton

Stanley Lorennij *

- Vacant -

Cheryl Vila

Kayo Yamaguchi-Kotton

Jennifer Seru

Milner Okney

Gade Maitokana

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 Student Services

Director of Institutional Research and Assessment

Director of Human Resources

for Co-Chairperson, Curriculum Committee

for Grant Coordinator

for Faculty Senate Senate Representative

Staff Senate Representative I

Staff Senate Representative II

Student Government Association Representative I

On Leave

Rosie Koro

Hatty Kabua

Rosina Korean

Curriculum Committee Chairperson

Grant Coordinator

Faculty Senate Representative

Attendees via ZOOM

Vasemaca Savu

Rigieta Lord

Dean of Academic Affairs

Dean of WAVES

* Not Present

The Institutional Effectiveness Committee's *first* meeting for July 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 Dean of Academic Affairs.



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1. Approval of Previous Meeting MINUTES

a. June 28, 2023 (draft)

- i. The draft minutes from June 28, 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 proxy for the Grants Coordinator. The motion was carried successfully with no abstentions.

a. **DECISION**

With the modification, the IEC meeting minutes for June 28, 2023 (draft), were approved, as read.

2. Action Items

a. Completion rate recommendations for improvements

- i. The IEC discussed changing the heading of the document to, **“Program Completion Rate Improvements: Recommendations from IEC.”**
- ii. The IEC members requested for the Dean of AA to provide a report regarding the CMI Dual Enrollment program and for the report to be shared with the Budget Committee.
 1. The Dean of AA was to be in close coordination with the VPBAA in terms of the proposed budget regarding the 20 dual enrollment students.
 2. The IEC thoroughly discussed and clarified the processes of the CMI Dual Enrollment program.

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 target date for the Data Summit to be held in the last week of August 2023, was discussed by the IEC members.
2. The IRA Director shared an update regarding the resignations of two of the Data Governance working group members with the IEC.

b. Administrative Handbook Working Group



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- 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 the **CMI Administrative Handbook's Table of Contents** with the IEC members.
 - i. The IEC members thoroughly discussed the layout of what was to be on page 8 of the handbook, regarding the **College Systems for Administrators**.
 - b. After sharing with the members the purpose of the handbook, the following were recommended:
 - i. ACCJC Standards to be included in the **Appendix**.
 - ii. Development of survey by the Administrative Handbook working group.

4. FACETS Update

a. [Update report](#)

- i. The IRA Director summarized the following [Update report](#) to the IEC members.
 1. Group 1: Moving forward
 2. Group 2: Most haven't started
 3. Group 3: STEM hadn't started
 4. Group 4:
 - a. Translation/Communications/Liaison hadn't started
 - b. Upward Bound/Arrak/Jaluit/Wotje had completed their phase F.
 - i. The Director of IRA shared the Assessment Coach's concern regarding the importance of time management for the departments that were behind.



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1. As a result, the IEC discussed utilizing Asana to improve the problems relating to time management.

- a. The ITC was to be contacted to host workshops on the use of Asana.

5. Participatory Governance

- a. Participatory Governance Awareness Survey
 - i. As per the EVP, there had been 107 respondents.
 1. It was requested that the requirement to provide email be deleted.
 2. The survey was to be circulated for the last time and the results were to be shared in the next IEC meeting on July 26, 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 (no change since June 28, 2023)
 - ii. 152 activities on track (no change since June 28, 2023)
 - iii. 49 activities deferred (no change since June 28, 2023)
 1. As per the EVP, there had not been any changes in terms of the Strategic Plan progress update.
- 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 reminded the IEC members of the approved decision from IEC's meeting held on June 28, 2023 to incorporate climate change into the CMI Meto.



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7. **MAPS Update**

- a. [Cycle 3 Group 2](#)
- b. [Cycle 4 Group 1](#)
- c. [Assessment Coach Report](#)
 - i. The IRA Director shared and explained the report to the members.

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

- a. Awaiting Faculty Feedback
 - i. The VPBAA reminded the senate group representatives the importance of providing feedback in a timely manner.

- 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)
 - i. As per the EVP, the task force was to meet on July 13, 2023, as a result of 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.b and 11, were not reviewed and entertained by the IEC.

ADJOURNMENT

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



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Submitted By:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

65AD6D4E022F487

William Reiher, EVP
Chairperson, IEC

Approval Date:

August 9, 2023