



# 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](mailto:iec@cmi.edu)

## Institutional Effectiveness Committee

11:10 a.m., June 14, 2023

BoR Conference Room

### MINUTES

#### PRESENT:

Dr. Irene J. Taafaki  
Chairperson William Reiher

President  
Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj  
Stevenson Kotton \*  
Stanley Lorennij \*  
Vasemaca Savu  
Dustin Langidrik  
- Vacant -  
Cheryl Vila  
Jennifer Seru  
Milner Okney  
Anaseini Talei  
Susana Kamram \*  
Bryan Jetnil Jekkar  
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  
*for* Dean of WAVES  
Dean of Student Services  
Director of Institutional Research and Assessment  
*for* Co-Chairperson, Curriculum Committee  
*for* Grant Coordinator  
Staff Senate Representative I  
Staff Senate Representative II  
Student Government Association Representative I  
Student Government Association Representative II

#### On Leave

Rosie Koroj  
Hatty Kabua  
Rosina Korean

Curriculum Committee Chairperson  
Grant Coordinator  
Faculty Senate Representative

#### Attendees via ZOOM

Kayo Yamaguchi-Kotton

Director of Human Resources

\* Not Present

The Institutional Effectiveness Committee's *first* meeting for June 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 proxy for the Grant Coordinator.



# 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](mailto:iec@cmi.edu)

## 1. Approval of Previous Meeting MINUTES

### a. May 10, 2023 (Draft)

- i. The draft minutes from May 10, 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 modifications, the IEC meeting minutes for May 10, 2023, were approved, as read.**

## 2. Completion rate

- a. The IRA Director shared the results of the most recent cohort completion rates with the IEC members.

### b. Some of the findings were:

- i. The eight week program students had a higher completion rate.
- ii. The “15 to finish” students were very successful.
- iii. The President brought to the IEC’s attention the 70% KPI for course completion.

1. The CC Vice Chairperson shared the challenge in regards to students’ not attending classes.
2. The IEC discussed thoroughly the need to ensure students sign up and commit to attending a course.
3. The IEC also discussed the attendance of the Residence Hall (RH) students.
  - a. As per the Director of IRA, although the RH students were a minority group, they were performing better than the “commuting” students.
4. As a way forward, it was recommended by the President that the completion rate be disaggregated by course so that courses in need of additional intervention could be identified.



# 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](mailto:iec@cmi.edu)

5. The IRA Director shared the advantages and the disadvantages of the school semesters during the pandemic.
  - a. As a way forward, the Dean of Academic Affairs shared the implementation of the *Honors Program* targeted for the Fall Semester 2023.

iv. **IEC Recommendations:**

1. Design student survey in terms of obtaining the students' input regarding their attendance and reasons for dropping courses.
  - a. The SGA were to lead in carrying out this recommendation, with the assistance of the IRA department.
2. The IEC thoroughly discussed the importance of developing an institutional and systematic way of tracking the students.

**3. Update from Meto review task force**

a. Updated 2023 Meto

- i. The Chairperson shared the Updated 2023 Meto's five goals and inquired the President and the IEC members' insight in terms of the goals and if it was necessary for more goals to be added.

**1. Recommendation:**

- a. The President shared the importance of adding on climate issues to the Updated 2023 Meto.
  - i. Modify Goal 3: Economic and Community Development
- b. The Updated 2023 Meto should be thoroughly reviewed.
  - i. If necessary, the importance of obtaining external assistance was recommended by the President.

**4. Action Items**

a. Participatory Governance

i. Participatory governance awareness survey

1. The survey was to be modified and shared by the end of the week.

**5. FACETS Update**

a. Update Report

- i. As per the IRA Director, there were no updates regarding the FACETS Cycle.

b. Report from the PR Champion

- i. The IRA Director shared the current challenges for the PR Champion with the IEC members.



# 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](mailto:iec@cmi.edu)

- ii. The VPASA reiterated the importance of the program reviews to be updated by the start of the Fall Semester 2023.
- iii. The IRA Director reminded the IEC members of the needed assessment plans.

## 6. Subcommittee and Working Group Updates

### a. Data Governance

- i. Data Summit
  - 1. The IRA Director shared with the IEC members of the upcoming Data Summit, scheduled for the last week of July 2023.

### 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.

## 7. Integrated Planning Cycle: Current Phase = Budget Allocation

### a. [Strategic Plan progress update](#)

- i. 129 activities achieved (3.2% ↑ since May 10, 2023)
- ii. 155 activities on track (0.6% ↑ since May 10, 2023)
- iii. 49 activities deferred (9% ↓ since May 10, 2023)

### b. Educational Master Plan revision - Fall 2022

- i. Consultations with CMI and BOR completed
- ii. Incorporation of recommendations into draft Meto (on-going)

## 8. 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](#)

### c. [Assessment Coach Report](#)



# 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](mailto:iec@cmi.edu)

## 9. 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.

## 10. Student Engagement report

- a. The IRA Director informed that the report had already been shared with the Faculty Senate, SLT, and the BoR.
- b. The IEC discussed thoroughly their interest in obtaining the Faculty Senate's feedback/recommendations regarding the report/results.
  - i. The agenda items no. 9 and 10, had not been discussed by the Faculty Senate.

### 1. Recommendation:

- a. The Follow Up on [Early Outcomes Indicators Power BI or PDF](#) and the [Student Engagement report](#) were to be shared and discussed with the department Chairpersons to obtain feedback from each respective area.
  - i. The Dean of Academic Affairs was tasked to ensure the IEC recommendation was carried out.

## 11. 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. As discussed in the previous IEC meeting on May 10, 2023, a task force was needed to be developed to address recommendations in regards to the standard and its review criterion.
    - i. The recommended task force included:



# 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](mailto:iec@cmi.edu)

1. EVP
2. IRA Director
3. Teaching Librarian
4. Co-Chairperson, Liberal Arts Department
5. Associate Dean of Student Equity & Engagement
6. SGA Representative

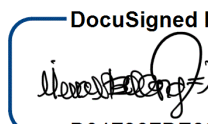
## 12. 2023 Annual Plan of Work for the Committee

- a. In the interest of time, the agenda item for number 12, was not reviewed and entertained by the IEC.

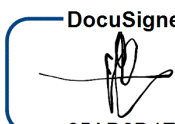
## **ADJOURNMENT**

The IEC's *first* meeting for June 2023, was adjourned at 12:13 p.m.

Submitted By:

DocuSigned by:  
  
D04E36FDE82B468...  
Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:  
  
65AD6D4E022F487...  
William Reiher, EVP  
Chairperson, IEC

Approval Date:

6/28/2023