



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., January 25, 2023
BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher (**On Leave**)

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 (**Off-Island**)

Vice President of Land Grant

Vasemaca Savu

Dean of Academic Affairs

Dr. Angela Franklin

Dean of Student Services

Rigiet Lord (**On Leave**)

Dean of WAVES

Cheryl Vila

Director of Institutional Research and Assessment

Agnes Kotoisuva

Director of Human Resources

Rosina Korean

Faculty Senate Representative

Hatty Kabua

Grant Coordinator

Rosie Koro

Curriculum Committee Chairperson

Anaseini Talei (**Apologies**)

Staff Senate Representative I

Johnny John (**Not Present**)

Staff Senate Representative II

Logan Lelet (**Not Present**)

Student Government Association Representative

* Ruthy Maun

for Staff Senate Representative

*Joshua Ralpho

for Student Government Association Representative

The Institutional Effectiveness Committee's **second** meeting for January 2023, was called to order by the Co -Chairperson at approximately 11:08 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Grant Coordinator.

1. Approval of Previous Meeting MINUTES

a. The draft minutes from [November 23, 2022](#) , were reviewed by the Committee.

- i. After the committee reviewed the **MINUTES**, the HR Director made a motion to approve the minutes, seconded by the Faculty Senate Representative. The motion was carried successfully with no abstention.



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DECISION

With the corrections, the IEC meeting MINUTES for November 23, 2022, were approved, as read.

2. Action Items

- a. As per the Co-Chairperson, there were no action items.

3. Subcommittee and Working Group Updates

a. Data Governance

i. Update

1. The IRA Director updated the IEC in regards to the Student ID Working Group.
 - a. The IRA Director explained to the members the purpose of the group.

ii. AUO Working Group

1. There were no updates in regards to the AUO Working Group.

4. FACETS Update

a. PR Progress Report

- i. The Director of IRA thoroughly explained the [PR Progress Report](#) to the IEC members.
 1. The Director of IRA recognized progress made by each group in regards to their FACETS Cycle.
 2. The IEC discussed the status of the Business Department regarding their FACETS Cycle.

b. PR Champion

- i. According to the Director of IRA, the drafted TOR for the PR Champion will be shared in the next IEC meeting on February 8, 2023.

c. ACCJC Standards

- i. The Co-Chairperson/VPASA/ALO updated the IEC regarding the new ACCJC Standards.
 1. The IEC discussed thoroughly the new standards and the importance of them being applied as soon as possible, especially pertaining to the FACETS Cycle.
 2. The HR Director made a motion for the IEC to accept applying the new ACCJC Standards. The motion was seconded by the Dean of



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Student Services and was carried successfully by the majority with no abstentions.

a. **DECISION**

- i. **The new ACCJC Standards were to be applied, as approved by the IEC.**

5. Participatory Governance

- a. In the absence of the Chairperson/EVP, the Participatory Governance agenda item was approved.

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)
 - 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 Director 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
- i. The VPASA shared with the IEC the powerpoint slides, regarding the ISLOs for the monitor screens.
 - ii. Learning Outcomes Survey for Students Results
 1. The VPASA also shared with the IEC members the survey results regarding the CMI's Institutional Student Learning Outcomes that was disseminated among the student community.

9. Early Outcomes Indicators Power BI or PDF

- a. The PDF for the Early Outcomes Key Performance Indicators were shared by the Director of IRA.
- i. The results were thoroughly discussed by the committee members.
 - ii. The IEC discussed ways to improve the results that were at risk.



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1. Some of the suggestions made by the committee were:
 - a. The importance of ensuring that the 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.

10. 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 appropriately reflects the community and students it serves.*
 - a. The committee discussed how the standard and the review criterion were being practiced at CMI.
 - b. The following were included in the discussion as a confirmation that the standard and the review criterion were being practiced at CMI:
 - i. Mission
 - ii. Vision
 - iii. Philosophy
 - iv. CMI's ISLOs
 - v. CMI Values

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 11- 12, were deferred for the next IEC meeting.

ADJOURNMENT

The IEC's *second* meeting for January 2023, was adjourned at 12:02 p.m.



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Submitted By:

DocuSigned by:

D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

89BEB3BDDC23455...

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

Approval Date:

February 8, 2023