



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., April 26, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton

- Vacant -

Cheryl Vila

Kayo Yamaguchi-Kotton

Rosie Koroï

Anaseini Talei

Susana Kamram

Carnie Reimers

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Dean of Student Services

Director of Institutional Research and Assessment

Director of Human Resources

Curriculum Committee Chairperson

Staff Senate Representative I

Staff Senate Representative II

Student Government Association Representative

On Leave

Vasemaca Savu

Hatty Kabua

Rosina Korean

Dean of Academic Affairs

Grant Coordinator

Faculty Senate Representative

Attendees via ZOOM

Stanley Lorennij

Rigieta Lord

Vice President of Land Grant

Dean of WAVES

* Not Present

The Institutional Effectiveness Committee's *second* meeting for April 2023, was called to order by the Chairperson at approximately 11:07 a.m.

Mission Statement

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



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1. Approval of Previous Meeting MINUTES

- a. The draft minutes from [April 12, 2023 \(Draft\)](#), were reviewed by the Committee.
 - i. After the committee reviewed the meeting minutes, the VPASA made a motion to approve the minutes, seconded by the Faculty Senate Representative. The motion was carried successfully with no abstention.

DECISION

With the corrections, the IEC meeting minutes for April 12, 2023, were approved, as read.

2. Action Items

- a. **Acceptance of IEC Prioritization Results**
 - i. As per the EVP, the prioritization results would be scored manually and shared with the IEC members.

3. Subcommittee and Working Group Updates

- a. **Data Governance**
 - i. As per the IRA Director, the working group was still working on standardizing the system in terms of the students' id system.
 1. The IEC members carefully discussed the purpose of work needed for the students' id system.
 - a. The VPBAA stressed his concern about not being aware of the issues regarding the students' id system.
 - b. The Chairperson tasked the Data Governance subcommittee to review the matter and provide recommendations for the IEC's review and consideration.
 - ii. The working group was also tasked to review and revise their TOR.
 - iii. The IRA Director had also tasked the working group to outline their work plan.
 - iv. According to the IRA Director, the Director of FABS had requested assistance in terms of financial data.
 - v. As per the IRA Director, the Data Governance subcommittee was scheduled to meet on Thursday, April 27, 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



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b. VPBAA

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- 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.

4. **FACETS Update**

a. **Program Review Champion**

- i. The IRA Director informed the IEC members that the Program Review Champion nominee had accepted the role.
 - 1. The Chairperson requested for the Program Review Champion to submit a work plan for the IEC's review and consideration in its next meeting on May 10, 2023.

b. Update Report

- i. The IRA Director updated the IEC members regarding units that weren't up to date with their FACETS cycle.
 - 1. The following units were mentioned:
 - a. Nursing Department
 - b. Business Studies Department
 - c. Student Success and Equity
 - d. Learning Designer
 - e. Arrak Campus
 - f. CMI Center Ebeye
 - g. CMI Center Jaluit
 - h. CMI Center Wotje
 - i. Grants
 - j. Land Grant
 - k. Translation/Communications/Liaison
 - i. As per the Chairperson, with the delays regarding the FACETS cycle, a reminder will be sent to all department chairpersons in terms of their FACETS.

5. **Participatory Governance**

- a. 2023 Refresher training for SGA completed 15th March 2023
 - i. The IEC discussed the need for a training session for the Faculty Senate in terms of participatory governance.



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1. **Recommendation:** It was recommended that a survey be conducted, for evidence purposes, regarding CMI's Participatory Governance, using the same questions from before for comparison purposes.

a. The Chairperson was to be in contact with the Faculty Senate President to schedule a Participatory Governance training session for the Faculty Senate.

6. Integrated Planning Cycle: Current Phase = Budget Allocation

a. 2023 Priority SP Activities (24 costed activities - \$219,500 out of \$150,000 available)

- i. There were 24 strategic activities shared by the Chairperson/EVP.
- ii. The scoring sheet was to be shared by the Chairperson/EVP with the IEC members.
- iii. Once the scoring was completed, recommendations will be forwarded to the Budget Committee for their review and consideration.

b. Strategic Plan progress update

- i. 123 activities achieved (2% ↑ since April 12, 2023)
- ii. 157 activities on track (2% ↓ since April 12, 2023)
- iii. 53 activities deferred (no change since Mar 22, 2023)
 1. According to the Chairperson, there was a 2% progress increase from the previous IEC meeting on April 12, 2023.
 2. The Chairperson brought to the IEC's attention that there was still more than 50% of the strategic activities needed to be completed.
 - a. The Chairperson informed the members to remind their respective departments of the need to complete their strategic activities.

c. **Educational Master Plan revision - Fall 2022**

- i. Step 1: TOR for Working Group/Task Force
- ii. Update from Meto Task Force
 1. The Chairperson shared the following discussions that took place during the Meto Task Force's meeting:
 - a. Meto Review Task Force TOR
 - b. Plan of Work for Task Force
 - c. Planning & Review
 - d. CMI Integrated Planning



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- e. Master Planning Framework
- f. Meto (Educational Master Plan)
- g. Learning and Teaching Rebbelip
- h. Next Steps
 - i. The Chairperson/EVP shared that as part of the “Next Steps” initiatives, a CMI Retreat had been scheduled for April 28, 2023, to discuss and recommend improvements in the CMI Meto.
 - ii. The Chairperson also shared that there were to be community surveys and summaries of the CMI community discussions and recommendations were to be shared with the BoR in their meeting scheduled for May 2023.
 - iii. The Meto Review Task Force was to meet in June 2023, to incorporate recommendations into a revised Meto.
 - 1. The target date for a revised Meto was to be during the Fall Semester of 2023.

7. MAP Update

- a. [Cycle 3 Group 2](#)
- b. [Cycle 4 Group 1](#)
 - i. According to the IRA Director, there were 3 courses that had not submitted their assessment plans.
 - 1. The Chairperson was to send a follow-up email regarding the delayed assessment plans.

8. Update on ISLOs Visibility (For Information)

- a. [ISLO 3 Results](#)
 - i. This was, again, shared with the IEC members.

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.

**CMI**

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- 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.
 - i. The IRA department was also working on scheduling a meeting with the SGA to share the report.
- b. The IRA Director carefully explained the report/results to the IEC members.
- c. The IEC discussed thoroughly their interest in obtaining the Faculty Senate's feedback/recommendations regarding the report/results.

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 commitment to equitable educational outcomes is informed by an understanding of the characteristics of its students.
 - a. The IEC discussed the need for KPIs to be disaggregated and for a dashboard to be put in place.

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 *second* meeting for April 2023, was adjourned at 12:19 p.m.



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Concurred By:

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William Reiher, EVP
Chairperson, IEC

Approval Date:

May 10, 2023