



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 12, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton

Stanley Lorennij *

- Vacant -

Lanie Villafania

Kayo Yamaguchi-Kotton

Rosie Koroï

Rosina Korean

Vacant

Carnie Reimers *

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Vice President of Land Grant

Dean of Student Services

for Director of Institutional Research and Assessment

Director of Human Resources

Curriculum Committee Chairperson

Faculty Senate Representative

Staff Senate Representative II

Student Government Association Representative

On Leave

Vasemaca Savu

Anaseini Talei

Cheryl Vila

Hatty Kabua

Dean of Academic Affairs

Staff Senate Representative I

Director of Institutional Research and Assessment

Grant Coordinator

Attendees via ZOOM

Rigieta Lord

Dean of WAVES

* Not Present

The Institutional Effectiveness Committee's *first* 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 [March 22, 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 March 22, 2023, were approved, as read.

2. Action Items

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

3. Subcommittee and Working Group Updates

- a. Data Governance
 - i. According to the IRA Director's proxy, a working group had been assigned in terms of the student id system.
- b. Administrative Handbook Working Group
 - i. Process for setting up a new service area (to be in Administrative Handbook under development)
 - ii. Administrative Handbook under development

4. FACETS Update

- a. [Update report](#)
 - i. The proxy for the IRA Director updated the IEC members in regards to the FACETS Groups.
 1. The Chairperson brought to the committee's attention of the delay in regards to the FACETS cycle.
 - a. A reminder was to be sent out, via email, to the department chairpersons.
 - ii. More FACETS updates were to be shared in the next IEC meeting.

5. Participatory Governance

- a. 2023 Refresher training for SGA completed 15th March 2023

6. Integrated Planning Cycle: Current Phase = Budget Allocation

- a. The following were shared and explained to the IEC members by the Chairperson:



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- i. [2023 Priority SP Activities \(26 costed activities - \\$264,500 out of \\$150,000 available\)](#)
 1. Of the 35 cost activities, 26 of them were to be ranked and reviewed by the IEC.
 - a. A google score sheet was to be shared by the Chairperson with the members of the IEC.
 - i. Once the scoring process was to be completed, results were to be shared with the Budget Committee, per their review and consideration.
 - ii. In regards to the cost activities, 4.3.1 and 4.3.16, regarding the HR department, the HR Director informed the IEC that by the end of the week, an update would be communicated to the IEC Chairperson in terms of the two cost activities.
- ii. [List of 2021 priorities that were funded](#)
 1. The Chairperson shared the [List of 2021 priorities that were funded](#) with the IEC members.
- iii. [Prioritization form \(google sheet\)](#)
- iv. Confirm availability of funding for budget allocation
- v. [Strategic Plan progress update](#)
 1. An update in terms of the Strategic Plan's progress, were shared by the Chairperson:
 - a. 121 activities achieved (8% ↑ since Mar 22, 2023)
 - b. 161 activities on track (5% ↓ since Mar 22, 2023)
 - c. 53 activities deferred (no change since Mar 22, 2023)
 - d. Educational Master Plan revision - Fall 2022
 - i. Step 1: [TOR for Working group](#)/Task Force
 1. As per the Chairperson, a meeting for the taskforce was being arranged for the coming week.

7. **MAPS Update**

- a. [Cycle 4 Group 1](#)
 - i. The proxy for the IRA Director informed the IEC of the following:
 1. There were 3 Business Studies courses that did not have active assessment plans.
 2. There were 9 course SLOs that were not approved, yet, by the department Chairpersons.
 3. As per the IRA Director's proxy, the due date was last semester, Fall 2023.
- b. [Cycle 3 Group 2](#)



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- i. An update was provided by the proxy for the IRA Director.
 1. Group 2
 - a. As per the proxy, the cycle should have been completed during the Fall semester 2022.
 - b. There were 4 courses that still had no results.
 - i. NURS 122
 - ii. NURS 235
 - iii. VCARP 060
 - iv. VCARP 101
 - c. There were also 4 courses that were able to obtain their assessment results:
 - i. EDU 312
 - ii. EDU 323
 - iii. ETH 300
 - iv. VCARP 050
- ii. As per the Chairperson, follow-up communications were to be sent to the department Chairperson regarding the delays occurring in the MAP cycle process.
 1. A deadline was to be established in the next IEC meeting.

8. Update on ISLOs Visibility

a. [ISLO 3 Results](#)

- i. The VPASA shared and explained thoroughly the [ISLO 3 Results](#) to the IEC members.
 1. The following were the three recommendations that were included in the document and were shared with the IEC:
 - a. Departments, especially Liberal Arts and General Education, should review their course curriculum for opportunities to address the various types of contribution that students can use their skills and knowledge to make to the benefit of the community.
 - b. When reviewing new and revised curriculum, the Curriculum Committee should strive to ensure application of knowledge and skills is included.
 - c. The associate deans and dean involved in the process of ISLO assessment should receive further training in providing feedback on assessment tools and results, especially with regards to disaggregation.



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- i. The inclusion of the recommendations in the Assessment Handbook was raised by the IEC Chairperson.
2. The VPASA shared with the IEC members that disaggregation was still a work in progress.

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 IEC reviewed the documents and decided that they would be tabled in the next IEC meeting.
 1. In reviewing the documents, disaggregation was thoroughly discussed by the IEC.
 - a. The Chairperson urged members to review what areas needed to be disaggregated to be shared in the next IEC meeting on April 26, 2023.
 2. The VPBAA shared with the IEC the need for the Grant's Office and the IRA department to discuss collecting data and institutionalizing them to be ready for grant submission purposes.
 - a. The IEC discussed different ways to collect qualitative student data. Some of the ways discussed were:
 - i. Collecting data during future career fairs was one of the ways discussed by the IEC.
 - ii. Surveys to be conducted at the departments that would be the students' first point of contact with the college.

10. [Student Engagement report](#)

- a. The Chairperson allowed the IEC members their "first read" of the document.

11. [Accreditation Update](#)

- a. Update on February Visit



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- i. The ALO shared the outcomes with the IEC members regarding the ACCJC's February visit to the Majuro, Arrak, and Kwajalein campus.
- b. 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 "characteristics" mentioned in the review criterion that were relevant to CMI and its students.
 - i. Some of the "characteristics" discussed were:
 - 1. Remoteness
 - 2. Cultural
 - 3. Household challenges
 - a. Financial challenges
 - ii. The IEC discussed the term "characteristics" and its relevance to the CMI students.
 - 1. The students' "characteristics" was to be defined, identified, and shared by the IRA department in the upcoming IEC meetings.

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 12:15 p.m.

Submitted By:

DocuSigned by:

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

William Reiher, EVP
Chairperson, IEC

Approval Date:

April 26, 2023