



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](mailto:iec@cmi.edu)

**Institutional Effectiveness Committee**  
**11:10 a.m., February 22, 2023**  
**BoR Conference Room**

**MINUTES**

**PRESENT:**

Chairperson William Reiher

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 (**Not Present**)

Vice President of Land Grant

Vasemaca Savu

Dean of Academic Affairs

Dr. Angela Franklin

Dean of Student Services

Rigietta 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

Rosie Koro

Curriculum Committee Chairperson

Anaseini Talei

Staff Senate Representative I

Vacant

Staff Senate Representative II

Logan Lelet

Student Government Association Representative

**Attendees via ZOOM**

Hatty Kabua

Grant Coordinator

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

**Mission Statement**

The meeting started off with the mission statement being recited by the Dean of Student Services.

1. **Approval of Previous Meeting MINUTES**

- a. The draft minutes from [February 8, 2023 \(draft\)](#), were reviewed by the Committee.
  - i. After the committee reviewed the **MINUTES**, the VPASA made a motion to approve the minutes, seconded by the HR Director. The motion was carried successfully with no abstention.

**DECISION**



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**With the corrections, the IEC meeting MINUTES for February 8, 2023, were approved, as read.**

## **2. Action Items**

### **a. PR Champion TOR**

- i. The IRA Director presented the [PR Champion TOR](#) to the IEC.
  1. The following were discussed thoroughly by the IEC:
    - a. Term
      - i. The [PR Champion TOR](#) should be referenced to the HR Policy and Manual, regarding the Extra Responsibility and Interim Positions.
      - ii. The PR Champion should allocate their hours with their immediate supervisor.
        1. It should be specified in the [PR Champion TOR](#), that hours earned by the PR Champion, were separate then their regular working hours.
      - iii. As per the IEC discussions, the [PR Champion TOR](#) should mention that the Champion should be a full time employee who has had the experience of doing a program review.
      - iv. This was agreed by the majority, that the [PR Champion TOR](#) be revised, and brought back in the next IEC meeting.
    - b. Responsibility
      - i. The IEC discussed the workload and the “responsibilities” of the PR Champion.
    - ii. It was agreed that the [PR Champion TOR](#), was to be reviewed further by the IEC in the next meeting on March 8, 2023.

## **3. Subcommittee and Working Group Updates**

### **a. Data Governance**

- i. **Update** [Data Collection and Reporting Calendar](#)



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1. The Director of IRA was to send a communication to the following departments regarding their feedback regarding the [Data Collection and Reporting Calendar](#) :
  - a. Auxiliary Services Director
  - b. FABS Director
  - c. VPBAA
  - d. Courtesy Copy to the EVP
- ii. **Subcommittee and Working Group Updates**
  1. Data Governance
    - a. As per the IRA Director, there were no updates regarding the Data Governance and the AUO Working Group subcommittee.
  2. Administrative Handbook (Under Development)
    - a. Discussion regarding the current members of the Administrative Handbook occurred.
      - i. The working group, in terms of the development of the Administrative Handbook, consisted of:
        1. EVP
        2. VPBAA
        3. Director of IRA
        4. Director of HR
      - a. Further discussion regarding the memberships, will be tabled in the next IEC meeting.

#### 4. FACETS Update

- a. [Update report](#)
  - i. The IRA Director carefully explained the [Update report](#) regarding the FACETS Cycle 2.
    1. The Dean of Academic Affairs was to report back to the IEC in its next meeting on March 8, 2023, regarding the departments that were behind in the FACETS Cycle 2 phases.
    2. In Group 1, the managerial responsibilities for the department chairs were discussed carefully by the IEC members.

#### 5. Participatory Governance



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- a. As per the Chairperson/EVP, a participatory governance training was in the planning process.

- i. The EVP was to meet with the respective senate officers and was to update the IEC in the upcoming meetings.

## **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. The IEC discussed previous initiatives that were not funded from the last program review cycle.
      - a. The EVP was to verify and ensure initiatives were checked off from the Strategic Plan progress update list.

- b. Educational Master Plan Revision - Fall 2022

- i. Step 1: TOR for Working group/Task Force
    1. The Chairperson/EVP presented the TOR for Working group with the IEC.
    2. The IEC had their “first read” of the document, however, recommended that the other VPs be included in the TOR as members of the 2019-2029 *METO Review Taskforce*.

## **7. MAPS Update**

- a. The IRA Director shared that groups were supposed to be on cycle 4.
- b. The IRA Director also shared the groups’ progress regarding their statuses.

## **8. Discussion on ISLOs Visibility**

9. Follow Up on Early Outcomes Indicators Power BI or PDF

- a. The PDF for the Early Outcomes Key Performance Indicators were shared by the Director of IRA.

## **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 commitment to equitable educational outcomes is informed by an understanding of the characteristics of its students.*



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**11. 2023 Annual Plan of work for the committee**

**ADJOURNMENT**

The IEC's **second** meeting for February 2023, was adjourned at 11:58 a.m.

Submitted By:

DocuSigned by:

D04F36FDE82B468...  
Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

65AD6D4E022F487...  
William Reiher, EVP  
Chairperson, IEC

Approval Date:

March 22, 2023