



**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., March 27, 2024**

**BoR Conference Room**

### **MINUTES**

#### **Members:**

Cheryl Vila

Stevenson Kotton

Dr. Adedayo Ogunmokun\*

Vasemaca Savu

Telita Kaneko

Kayo Yamaguchi-Kotton

Desmond Doulatram\*

Hatty Kabua

Rosina Korean

Jeremy Myazoe

Suemina Bohanny-Note\*

Tristan Horiuchi

Designated Chairperson/Director of Institutional  
Research and Assessment/ALO

Vice President of Business and Administrative Affairs

Vice President for Land Grant

Dean of Academic Affairs

*for* Dean of WAVES

Director of Human Resources

Chairperson, Curriculum Committee

Grant Coordinator

Faculty Senate Representative

*for* Staff Senate Representative I

Staff Senate Representative II

*for* Student Government Association

#### **On Leave**

Chairperson William Reiher

Executive Vice President

#### **Member Vacancies**

- Vacant -

Dean of Student Services

\* Not Present

The Institutional Effectiveness Committee's *second* meeting for March 2024, was called to order by the designated Chairperson at approximately 11:16 a.m.

#### **Mission Statement**

The meeting started off with the mission statement being recited by the SGA Representative. The Dean of Academic Affairs suggested that the following sentence be reviewed:

- ...."provide intellectual resources and facilitate research specific to the needs of the nation."

#### **I. Review of the Previous Meeting Minutes**

##### **A. February 28, 2024**



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1. After being thoroughly reviewed, the Faculty Senate Representative made a motion to approve the meeting minutes of February 28, 2024. The motion was seconded by the Dean of Academic Affairs and successfully passed by the majority, with no abstentions.

**a) DECISION**

- (1) Having no modifications, the minutes for the meeting held on [February 28, 2024](#), was approved, as projected.

**II. Action Items:**

**A. [ISLO 5 Assessment](#) (IEC Role 4)**

1. After being carefully reviewed, the Dean of Academic Affairs made a motion to approve the [ISLO 5 Assessment](#). The motion was seconded by the Faculty Senate Representative and passed unanimously, with no abstentions.

**a) DECISION**

- (1) Having no objections, the [ISLO 5 Assessment](#) was approved.

**B. [ISLO Revision Update and Process](#) (IEC Role 4)**

1. The Dean of Academic Affairs made a motion to approve the [ISLO Revision Update and Process](#). The Faculty Senate Representative seconded the motion as it was successfully passed by the majority, with no abstentions.

**a) DECISION**

- (1) With no corrections, the [ISLO Revision Update and Process](#), was approved, as presented.

**C. FACETS update (IEC Role 1)**

**1. FACETS Working Group**

- a) The Chairperson introduced a proposal regarding compensation for the five members working group.
  - (1) This would be a commitment for six years and consist of the following:
    - (a) IRA Director
    - (b) Dean of Academic Affairs
    - (c) One of the DE Center Coordinators
    - (d) IT Director
    - (e) Staff Senate Representative
    - (f) SGA Representative



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- (i) The SGA Representative was to share with the SGA.
  - (2) However, the VPBAA shared a concern that this was already one of the roles of the VPs, Deans, and Directors.
    - (a) The VPBAA raised the financial situation at CMI for the IEC to consider before moving forward with the proposal.
      - (i) The Chairperson, along with the Dean of Academic Affairs, explained to the IEC members of the tedious work needed when reviewing quality Program Reviews.
  - b) After careful consideration, the IEC agreed that the Program Reviews will be reviewed by all the IEC members.
    - (1) A training session will be conducted by the Chairperson/IRA Director on April 5, 2024, at 9:00 a.m.
      - (a) As per the Chairperson, during this Spring Semester 2024, groups 1 and 2 will be reviewed.
        - (i) In the interest of time, the agenda items from 2.d. and 2.e. were to be considered for approval electronically.
- 2. **New PR Champion** (Jennifer Seru)
  - a) The action items will be disseminated for electronic voting by the Chair.
    - (1) The Chairperson shared the newly appointed PR Champion, Ms. Jennifer Seru.
      - (a) As per the Chairperson, the PR Champion's contract was in progress by the HR Department.
- D. Follow Up on [Early Outcomes Indicators](#) Power BI or [PDF](#)
  - 1. Awaiting Faculty feedback
- E. [Student Engagement report](#) - buy in from Faculty addressing higher order thinking skills in the classroom.
  - i. As per the Faculty Senate President, there was no feedback from the Faculty Senate.
- III. [Institutional KPI \(IEC Role 3\)](#)
- IV. [FACETS update \(IEC Role 1\)](#)
  - A. [Status Report as of Feb 2024](#)
  - B. [Report from PR champion](#)
- V. [MAPS update \(IEC Role 1\)](#)
  - A. [MAPS Extended Cycle 4 Status Report](#)
  - B. MAPS Cycle 5
- VI. [IEC Planning Role to EC](#)
- VII. [Participatory Governance Updates](#)



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- A. Report from IEC Chair**
- B. Secretariat Officer Report**
- C. Executive Council**
- D. Faculty Senate**
- E. SGA**
- F. Staff Senate**

**VIII. Subcommittee and Working Group updates:**

- A. Data Governance (IEC Role 7)**
- B. Administrative Handbook Working Group (IEC Role 7)**
  - 1. Process for setting up a new service area (to be in Administrative Handbook under development) - VPBAA, EVP, HR, IR.
  - 2. [Administrative Handbook under development.](#)

**IX. Integrated Planning Cycle: Update coming soon**

**X. Accreditation Update**

- A. Follow up on Standard 1.1 and alignment with [ACCJC's Policy on Social Justice](#) (Task Force)**
- B. Standard 1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes. Review Criterion: The institution establishes its goals in a process that is appropriate for its character and context.**
  - 1. In the interest of time, the agenda items from III to X, were deferred.

**ADJOURNMENT**

The IEC's *second* meeting for March 2024, was adjourned at 12:10 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer, IEC

Concurred By:

DocuSigned by:

07B8D0C0F0D94A9...

Cheryl Vila, IRA Director  
Designated Chairperson, IEC

Approval Date:

July 31, 2024