



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., October 25, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President/Acting President

Co-Chairperson Dr. Elizabeth Switaj

Vice President for Academic and Student Affairs

Stevenson Kotton*

Vice President of Business and Administrative Affairs

Vasemaca Savu

Dean of Academic Affairs

Rigietia Lord

Dean of WAVES

Cheryl Vila

Director of Institutional Research and Assessment

Kayo Yamaguchi-Kotton *

Director of Human Resources

Desmond Doulatram

Chairperson, Curriculum Committee

Hatty Kabua

Grant Coordinator

Rosina Korean

Faculty Senate Representative

Anaseini Talei

Staff Senate Representative I

Susana Kamram

Staff Senate Representative II

Bryan Jetnil Jekkar

Student Government Association President

Member Vacancies

- Vacant-

Vice President of Land Grant

- Vacant -

Dean of Student Services

* Not Present

The Institutional Effectiveness Committee's *second* meeting for October 2023, was called to order by the Chairperson at approximately 11:13 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. [September 13, 2023 \(Draft\)](#)



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- 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.

a. **DECISION**

Having no corrections, the IEC meeting minutes for [September 13, 2023 \(Draft\)](#) , were approved, as read.

2. Action Items:

- a. [ISLO 4 Assessment Results](#) - there were no comments/feedback from senates
 - i. After being carefully reviewed, the Dean of WAVES made a motion to approve the three recommended interventions mention in the [ISLO 4 Assessment Results](#):
 1. Associate deans and deans involved in the process of ISLO assessment should receive further training in providing feedback on assessment tools and results, especially with regards to disaggregation. (this recommendation was already in place from ISLO 3.)
 2. The Learning Support Committee should develop plans and recommendations to increase library instruction and/or resources for credit-level students.
 3. When reviewing its curriculum, the Liberal Arts Department should ensure that ISLO 4 is appropriately supported by PLOs and that the PLOs supporting this ISLO are, in turn, sufficiently supported by course SLOs.
 - ii. The motion was seconded by the Faculty Senate Representative and passed successfully by the majority, with no abstentions.
- b. [Proposed revision Master Planning Framework](#)
 - i. The IEC thoroughly reviewed the document and decided that the document be shared with the respective senate groups before the next IEC meeting.
- c. Strategic Plan update day - proposed 2 hours 11am to 1pm on Sept 27th.
 - i. The Chairperson updated the IEC members regarding the Strategic Plan update day, which had been scheduled for September 27, 2023.

3. Participatory Governance Updates

- a. Report from IEC Chair



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- i. The Chairperson shared his previous trip to Boston and Arkansas with the IEC members.
 1. As per the Chairperson, the next trip was to consist of working groups from the Student Service Department areas to assist in addressing the shared challenges faced by the students and the Marshallese community in Arkansas.
 - ii. The IEC discussed the following:
 1. The importance of educating the parents regarding the importance of their students to obtain a higher education and the availability of the U.S. Financial Aid's Pell Grant for all RMI citizens.
 2. The need to develop a national concurrent program system for RMI.
 - iii. After being appointed as the CMI Acting President, the EVP/Chairperson informed the IEC members that the IEC was to be chaired by the ALO and vice chaired by the IRA Director.
- b. Secretariat Officer Report
 - i. The Secretariat Officer to the Executive Council reported to the IEC of the status of the committee's RSA and its Annual Assessment Report.
 1. The two documents were currently being reviewed by the Executive Council.
- c. Executive Council
- d. Faculty Senate
 - i. As per the Faculty Senate Representative, there was no report from the Faculty Senate.
- e. SGA
 - i. The SGA Representative informed the IEC of the two upcoming events:
 1. Halloween Trunk or Treat
 2. Welcome Party
- f. Staff Senate
 - i. The Staff Senate Representatives shared the Staff Senate's previous meeting on September 21, 2023 and its scheduled meeting on October 31, 2023.
4. Subcommittee and Working Group updates:
 - a. Data Governance
 - i. Data summit



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1. The IRA Director shared the positive outcomes of the Data Summit, held on September 21st and September 22nd, with the IEC members.
 - a. The VPASA conveyed her appreciation for the “role play” portion of the summit.
 - b. Administrative Handbook Working Group
 - i. Process for setting up a new service area (to be in Administrative Handbook under development) - VPBAA, EVP, HR, IR.
 - ii. [Administrative Handbook under development](#).
 1. As per the Chairperson, the document was still in progress.
5. FACETS update
 - a. [Update report](#)
 - b. Report from PR champion
 - i. The IRA Director shared that the IEC should start making recommendations regarding the PR Champion’s post.
 - ii. The IRA Director updated the IEC regarding the PR Champions’ progress.
 - c. FACETS Review Working Group
 - i. The IRA Director shared with the IEC a “3 Year Commitment,” exercise, where individuals were trained, certified, and compensated.
 1. As per the IRA Director, this was being practiced at other college institutions.
 - a. After being carefully discussed, it was recommended by the IEC that the IRA Director develop a proposal regarding the “3 Year Commitment” exercise.
 - 2.
6. Participatory Governance
7. Integrated Planning Cycle: current phase = Implementation
 - a. [Strategic Plan progress update](#)
 - i. 159 activities achieved (18% ↑ since Sept 30, 2023)
 - ii. 117 activities on track (23% ↓ since Sept 30, 2023)
 - iii. 39 activities deferred (19% ↓ since Sept 30, 2023)
 - iv. 9 activities failed (new)
 - b. Strategic Plan update day - proposed 2 hours 11am to 1pm on Sept 27th.
 - c. Educational Master Plan revision
 - i. [Proposed revision Master Planning Framework](#)
 1. The agenda items from 7.a. To 7.c. were shared by the Chairperson.



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8. MAPS update
 - a. New cycle
 - b. Institutional report - coming up
 - i. There was no update regarding the MAPS.
9. Follow Up on [Early Outcomes Indicators](#) Power BI or [PDF](#)
 - a. Awaiting Faculty feedback
10. [Student Engagement report](#) - buy in from Faculty addressing higher order thinking skills in the classroom.
11. Accreditation Update
 - a. Follow up on Standard 1.1 and alignment with [ACCJC's Policy on Social Justice](#) (Task Force)
 - i. There was no update regarding the follow up on Standard 1.1 and the 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.
 - c. Standard 1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.
 - i. Review Criterion: The institution establishes its goals in a process that is appropriate for its character and context.
 1. The standard and its review criterion were to be discussed in the next CMI Retreat that had been scheduled for November 24, 2023.
12. [2023 Annual Plan of work for the committee](#)

ADJOURNMENT

The IEC's *second* meeting for October 2023, was adjourned at 12:09 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

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Cheryl Vila, IRA Director
Designated Chairperson, IEC

2/14/2024