



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., September 13, 2023
BoR Conference Room**

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj
Stevenson Kotton*

Vice President for Academic and Student Affairs

- Vacant-

Vice President of Business and Administrative Affairs

- Vacant -

Vice President of Land Grant

Vasemaca Savu *

Dean of Student Services

Cheryl Vila

Dean of Academic Affairs

Desmond Doulatram

Director of Institutional Research and Assessment

Hatty Kabua*

Chairperson, Curriculum Committee

Rosina Korean

Grant Coordinator

Anaseini Talei

Faculty Senate Senate Representative

Susana Kamram

Staff Senate Representative I

Bryan Jetnil Jekkar

Staff Senate Representative II

Student Government Association President

Attendees via ZOOM

Rigieta Lord

Dean of WAVES

Kayo Yamaguchi-Kotton

Director of Human Resources

* Not Present

The Institutional Effectiveness Committee's *first* meeting for September 2023, was called to order by the Chairperson at approximately 11:12 a.m.

Mission Statement

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

1. Approval of Previous Meeting MINUTES

- a. [August 30, 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 Staff Senate Representative II. The motion was carried successfully with no abstention.

a. **DECISION**

Having no corrections, the IEC meeting minutes for August 30, 2023 (Draft), were approved, as read.

2. Action Items:

- a. ISLO 4 Assessment Results - comments/feedback from senates
 - i. There were no comments/feedback from the senates.
- b. Proposed revision Master Planning Framework
- c. Strategic Plan update day - proposed 2 hours 11am to 1pm on Sept 27th.
 - i. The EVP shared with the IEC members the Proposed revision Master Planning Framework.
 1. Some of the recommendations made by the IEC members included:
 - a. The inclusion of department work plans.
 - b. The combining of the CMI Integrated Planning Model and the CMI Strategic Planning Framework.
 - c. The inclusion of CMI's KPIs.
 - d. The inclusion of CMI being the "center for the study of Marshallese culture."
 - ii. The Proposed revision Master Planning Framework was to be tabled further in the next IEC meeting.

3. Participatory Governance Updates

- a. Secretariat Officer Report
 - i. The Secretariat Officer updated the IEC members in regards to IEC's meeting minutes, RSA, and the committee's Annual Assessment Report for the academic year 2022-2023.
- b. Executive Council
 - i. The EVP updated the IEC in regards to the Institutional Discussions and Interventions and the Recommended Student Achievement KPIs that were currently in review by the Executive Council.
- c. Faculty Senate
 - i. The Faculty Senate Representative informed the IEC in terms of the newly elected Faculty Senate officers.



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- d. SGA
 - i. The SGA Representative informed the IEC in terms of the SGA's previous general assembly where one of the issues that was brought up was in regards to the student's meal plans.
 - 1. As per the Chairperson, the issue was to be communicated to the VPBAA.
- e. Staff Senate
 - i. According to the Staff Senate Representative I, the Staff Senate had not met for the month of September 2023.
- 4. Subcommittee and Working Group updates:**
 - a. Data Governance
 - i. Data 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](#).
- 5. FACETS update**
 - a. [Update report](#)
 - b. [Report from PR champion](#)
- 6. Participatory Governance**
- 7. Integrated Planning Cycle: current phase = Implementation**
 - a. [Strategic Plan progress update](#)
 - i. 134 activities achieved (no change since Sept 30, 2023)
 - ii. 151 activities on track (no change since Sept 30, 2023)
 - iii. 48 activities deferred (no change since Sept 30, 2023)
 - b. Strategic Plan update day - proposed 2 hours 11am to 1pm on Sept 27th.
 - i. The Director of IRA was to assist in closing out the pending tasks.
 - c. Educational Master Plan revision
 - i. [Proposed revision Master Planning Framework](#)
- 8. MAPS update**
 - a. New cycle
 - i. The IEC discussed the change in the new MAPS Cycle:
 - 1. Planning was to be during the Spring Semesters
 - 2. Results was to be obtained during the Fall Semesters
 - b. Institutional report - coming up
- 9. Follow Up on [Early Outcomes Indicators](#) Power BI or [PDF](#)**



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a. Awaiting Faculty feedback

10. [Student Engagement report](#) - buy in from Faculty addressing higher order thinking skills in the classroom.

a. The Faculty Senate Representative was to ensure that this was shared with the Faculty Senate during their next meeting.

11. 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.

i. Review Criterion: The institution establishes its goals in a process that is appropriate for its character and context.

1. The discussion on the standard and the review criterion was deferred due to the interest of time.

12. [2023 Annual Plan of work for the committee](#)

ADJOURNMENT

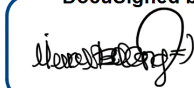
The IEC's *first* meeting for September 2023, was adjourned at 12:10 p.m.

Submitted By:

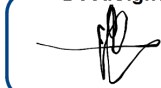
Concurred By:

Approval Date:

DocuSigned by:


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

DocuSigned by:


65AD6D4E022F487...
William Reiher, Acting President
Chairperson, IEC

October 25, 2023