



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., February 14, 2024

BoR Conference Room

MINUTES

Members:

Stevenson Kotton*

Kayo Yamaguchi-Kotton

Desmond Doulatram*

Hatty Kabua*

Rosina Korean

Anaseini Talei

Susana Kamram

Bryan Jetnil Jekkar

Vice President of Business and Administrative Affairs

Director of Human Resources

Chairperson, Curriculum Committee

Grant Coordinator

Faculty Senate Senate Representative

Staff Senate Representative I

Staff Senate Representative II

Student Government Association President

Attendees via ZOOM

Jemkar Jemkar

Cheryl Vila

Vasemaca Savu

for Vice President for Land Grant

Designated Chairperson/Director of Institutional

Research and Assessment/ALO

Dean of Academic Affairs

On Leave

Chairperson William Reiher

Rigieta Lord

Executive Vice President

Dean of WAVES

Member Vacancies

- Vacant -

Dean of Student Services

* Not Present

The Institutional Effectiveness Committee's *first* meeting for February 2024, was called to order by the designated Chairperson at approximately 11:25 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Dean of Academic Affairs.



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1. Review of the Previous Meeting Minutes

a. October 25, 2023

- i. After being reviewed, the HR Director made a motion to approve the meeting minutes of October 25, 2023. The motion was seconded by the Faculty Senate Representative and carried unanimously by the majority with no abstentions.

1. **DECISION**

- a. **With no modifications, the minutes for the meeting held on October 25, 2023, were approved, as presented.**

2. Action Items:

- a. Proposed revision Master Planning Framework (IEC Role 1)

3. Participatory Governance Updates - In exception to the SGA, there were no updates from the following:

- a. **Report from IEC Chair**
- b. **Secretariat Officer Report**
- c. **Executive Council**
- d. **Faculty Senate**
- e. **SGA**

- i. The SGA Representative shared that the SGA were taking initiatives to find ways to collect student engagement data.

- f. Staff Senate

4. Subcommittee and Working Group Updates:

a. **Data Governance** (IEC Role 7)

- i. The designated Chairperson updated the IEC in terms of data analysis.
- ii. Membership of the subcommittee

1. Recommendation:

- a. Chairperson to discuss with the Interim President regarding possible subcommittee nominations.

b. **Administrative Handbook Working Group** (IEC Role 7)

- 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. The HR Director was reassigned to lead the development of the Administrative Handbook.

5. ISLO 5 Assessment (IEC Role 4)

- a. The Chairperson allowed the members' their "first read" of the document.
- b. The document was to be shared with the respective senate groups.



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6. [ISLO Revision Update and Process](#) (IEC Role 4)
 - a. The IEC thoroughly reviewed and discussed the survey questions shared by the Chairperson.
 - b. The document was to be shared with the respective senate groups and brought back for further review in the next IEC meeting.
7. [Institutional KPI](#) (IEC Role 3)
 - a. After the document was shared by the Chairperson, the committee thoroughly reviewed the “target stretch goals”
 - i. The Dean of Academic Affairs suggested that the document be shared during the Faculty In-Service on Friday, February 23, 2024.

The following agenda items were deferred due to the interest of time.

8. **FACETS Update** (IEC Role 1)
 - a. [Status Report as of Feb 2024](#)
 - b. [Report from PR champion](#)
 - c. FACETS Working Group
9. **MAPS Update** (IEC Role 1)
 - a. [MAPS Extended Cycle 4 Status Report](#)
 - b. MAPS Cycle 5
10. **Integrated Planning Cycle**: Update coming soon
11. **Follow Up on Early Outcomes Indicators Power BI or PDF**
 - a. Awaiting Faculty feedback
12. [Student Engagement report](#) - buy in from Faculty addressing higher order thinking skills in the classroom.
13. **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.

ADJOURNMENT

The IEC’s *first* meeting for February 2024, was adjourned at 12:08 p.m.



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Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Cheryl Vila, IRA Director
Designated Chairperson, IEC

Approval Date:

February 28, 2024