



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., August 30, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton*

- Vacant -

Vasemaca Savu

Kayo Yamaguchi-Kotton

Cheryl Vila

Desmond Doulatram*

Hatty Kabua*

Rosina Korean

Anaseini Talei

Susana Kamram

Bryan Jetnil Jekkar

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Dean of Student Services

Dean of Academic Affairs

Director of Human Resources

Director of Institutional Research and Assessment

Chairperson, Curriculum Committee

Grant Coordinator

Faculty Senate Senate Representative

Staff Senate Representative I

Staff Senate Representative II

Student Government Association President

On Leave

Attendees via ZOOM

Stanley Lorennij

Rigieta Lord

Vice President of Land Grant

Dean of WAVES

* Not Present

The Institutional Effectiveness Committee's *second* meeting for August 2023, was called to order by the Chairperson at approximately 11:13 a.m.

Before the meeting started, the VPASA suggested that an update from EC and the BoR, SGA, and a Secretariat Officer's report be included in the meeting agendas for the standing committees. The suggestion was taken into consideration by the IEC Chairperson and IEC members.

Mission Statement



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

1. Approval of Previous Meeting MINUTES

a. August 09, 2023

- i. The draft minutes from August 09, 2023, were reviewed by the Committee.
 1. 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 August 09, 2023 , were approved, as read.

2. Action Items

a. IEC Assessment Report

- i. After being reviewed carefully and making minor modifications, the Faculty Senate Representative made a motion to approve the IEC Assessment Report for the academic year 2022-2023. The motion was seconded by the HR Director and successfully approved by the majority, with no abstentions.

1. **DECISION**

- a. **With the modifications, the IEC Assessment Report 2022-2023, was approved, as projected.**

b. ISLO 4 Assessment Results

- i. The agenda item was deferred to allow more time to be reviewed and discussed within the respective senate groups.
 1. The VPASA informed the SGA Representative of her willingness to explain the document should the SGA need more information or clarification regarding the ISLO 4 Assessment Results.

c. CMI Expanded Learning Access Manual

- i. After being reviewed by the IEC members, the VPLG made a motion to approve the CMI Expanded Learning Access Manual. The motion was

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seconded by the HR Director and was passed by the majority, with no abstentions.

1. DECISION

- a. Having no corrections, the [CMI Expanded Learning Access Manual](#), was approved, as presented.

d. [Public Complaint Form](#)

- i. The VPLG made a motion to approve the [Public Complaint Form](#), as the Faculty Senate Representative seconded the motion. The motion was passed by the majority, with no abstentions.

1. DECISION

- a. The [Public Complaint Form](#) was approved, as presented.

e. [Public Complaints Policy](#)

- i. IEC Recommendation:
1. It was recommended that the policy be assigned a policy number.
- ii. After being thoroughly reviewed, the HR Director made a motion to approve the [Public Complaints Policy](#). The motion was seconded by the VPLG and was successfully passed by the majority, with no abstentions.

1. DECISION

- a. With the recommendation, the [Public Complaints Policy](#), was approved, as projected.

f. [Official Translation of Mission, Vision and Philosophy](#)

- i. The VPLG made a motion to approve the [Official Translation of Mission, Vision and Philosophy](#). The motion was seconded by the Dean of Academic Affairs and was passed unanimously, with no abstentions.

1. DECISION

- a. Having no corrections, the [Official Translation of Mission, Vision and Philosophy](#), was approved.



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3. Subcommittee and Working Group Updates

a. Data Governance

- i. Data Summit
 - 1. The IRA Director shared with the IEC members the upcoming Data Summit that had been scheduled for September 21-22, 2023, from 9:00 a.m. to 12: 00 p.m.
- ii. Update on the Working Group
 - 1. As per the IRA Director, there was no update from the working group.

b. Administrative Handbook Working Group

- i. Administrative Handbook Working Group
 - 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.](#)

c. Social Justice Policy Working Group

- i. [Social Justice, Diversity and Inclusion \(first draft\)](#)
 - 1. The IEC carefully reviewed the comments regarding the [Social Justice, Diversity and Inclusion \(first draft\)](#).
 - 2. After being thoroughly reviewed, the HR Director made a motion to approve the [Social Justice, Diversity and Inclusion \(first draft\)](#). The motion was seconded by the Dean of Academic Affairs, and carried unanimously by the majority, with no abstentions.

a. DECISION

- i. **With the modification, the [Social Justice, Diversity and Inclusion \(first draft\)](#), was unanimously approved, by the majority, with no abstentions.**

4. FACETS Update

- a. [Update report](#)
 - i. The IRA Director updated the IEC members in terms of the FACETS Cycle
- b. [Report from PR champion](#)
 - i. The IRA Director commended the PR Champion with her progress in terms of the FACETS Cycle.



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5. Participatory Governance

6. Integrated Planning Cycle: current phase = Budget Allocation

a. Strategic Plan progress update

- i. 134 activities achieved (no change since August 9, 2023)
- ii. 151 activities on track (0.7% ↑ since August 9, 2023)
- iii. 48 activities deferred (2% ↓ since August 9, 2023)

1. IEC Recommendation

- a. It was discussed by the IEC that a half day be reserved to review the strategic plan activities.

b. Educational Master Plan revision

- i. Proposed revision Master Planning Framework

7. MAPS Update

a. Cycle 3 Group 2

b. Cycle 4 Group 1

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

- a. Awaiting Faculty Feedback

9. Student Engagement report - buy in from Faculty addressing higher order thinking skills in the classroom.

10. 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.

11. 2023 Annual Plan of Work for the Committee

- a. In the interest of time, the agenda items for number 6.b. to 11, were not reviewed and entertained by the IEC.

ADJOURNMENT

The IEC's *second* meeting for August 2023, 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:

65AD6D4E022F487...

William Reiher, EVP
Chairperson, IEC

Approval Date:

September 13, 2023