



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 9, 2023

BoR Conference Room

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton*

- Vacant -

Vasemaca Savu

Rigieta Lord

Kayo Yamaguchi-Kotton*

Rosie Koroi

Hatty Kabua*

Rosina Korean

Anaseini Talei

Susana Kamram*

Marlin H. Doulatram

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Dean of Student Services

Dean of Academic Affairs

Dean of WAVES

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

On Leave

Cheryl Vila

Director of Institutional Research and Assessment

Attendees via ZOOM

Stanley Lorennij

Vice President of Land Grant

* Not Present

The Institutional Effectiveness Committee's *first* meeting for August 2023, was called to order by the Chairperson at approximately 11:10 a.m.

Mission Statement

The meeting started off with the mission statement being recited by the Staff Senate Representative.



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1. Approval of Previous Meeting MINUTES

a. July 12, 2023 (draft)

- i. The draft minutes from July 12, 2023 (draft), were reviewed by the Committee.

1. After the committee reviewed the meeting minutes, the Dean of Academic Affairs made a motion to approve the minutes, seconded by the VPASA. The motion was carried successfully with two abstentions.

a. **DECISION**

With the minor modification, the IEC meeting minutes for July 12, 2023 (draft) , were approved, as read.

2. Action Items

a. Participatory governance survey outcomes

- i. The Chairperson shared the results of the Participatory Governance Survey with the IEC members.
- ii. The IEC discussed ways to improve awareness regarding the CMI Participatory Governance Handbook.
 1. It was recommended by the IEC members that the Participatory Governance Handbook be shared during the College Retreat and the Faculty In-Service.
 - a. Another recommendation was for the Participatory Governance Handbook be shared, via email, with the CMI Community.
 - b. The SGA President was to share with the students during the SGA's General Assembly.

b. ISLO 4 Assessment Results

- i. The VPASA shared and explained the results with the IEC members emphasizing on the three interventions that were recommended.
 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.*



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3. *When reviewing its curriculum, the Liberal Arts Department should ensure that ISLO 4 is appropriately supported by PLOs and that the PLOs supporting the ISLO are, in turn, sufficiently supported by the course SLOs.*
 - a. The three interventions were to be shared with the respective senate groups and department Chairs to share with their departments.
 - i. Comments were to be shared in the next IEC meeting.
 - c. [Student Survey Questionnaire \(right to stay\) - IEC feedback needed](#)
 - i. The Chairperson/EVP shared the questionnaire with the IEC members.
 1. The VPASA recommended that the questionnaire be shared with the IRB.
 - ii. It was recommended that the questions be reworded.
 1. Comments, regarding the questionnaire, were to be provided by Tuesday, August August 15, 2023.
 - d. [CMI Expanded Learning Access Manual](#)
 - i. After being presented by the VPASA, the IEC members were allowed their “first read” of the [CMI Expanded Learning Access Manual](#)
 - e. [Public Complaint Form](#)
 - f. [Public Complaints Policy](#)
 - i. The VPASA presented and explained to the IEC members the [Public Complaint Form](#) and the [Public Complaints Policy](#).
 - ii. The members were given their “first read” for the two documents.
 - g. [Official Translation of Mission, Vision and Philosophy](#)
 - i. The EVP shared and explained the [Official Translation of Mission, Vision and Philosophy](#) to the IEC members.
 - ii. The members were allowed time to share the [Official Translation of Mission, Vision and Philosophy](#) with their respective senate groups.
 1. The [Official Translation of Mission, Vision and Philosophy](#) will be tabled further in the next IEC meeting.
 - h. IEC Assessment Report
 - i. The IEC Assessment Report was still in progress and was to be shared in the next IEC meeting.
 - i. [IEC RSA](#)
 - i. After careful consideration, it was decided by the majority that the IEC would keep meeting twice a month.



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- ii. After being reviewed, the VPASA made a motion to approve the [IEC RSA 2023-2024](#). The motion was seconded by the HR Director as the motion was passed unanimously, with no abstentions.

1. DECISION

- a. With no modifications, the [IEC RSA 2023-2024](#), was approved, as presented.

3. Subcommittee and Working Group Updates

- a. Data Governance
 - i. Data Summit
 - ii. Update on 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 Chairperson shared the policy with the IEC.
 2. The IEC reviewed the comments/feedback regarding the policy.
 - a. The section on **Bias Incident Reporting and Response** was carefully reviewed by the IEC.
 - b. It was recommended that the section be more specific.
 - i. The Chairperson/EVP was to share the drafted policy with the SLT.
 3. The [Social Justice, Diversity and Inclusion \(first draft\)](#) was to be shared with the senate groups and was to be tabled in the next IEC meeting.

4. FACETS Update

- a. [Update report](#)
- b. Report from PR champion

5. Participatory Governance

6. Integrated Planning Cycle: current phase = Budget Allocation



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- a. [Strategic Plan progress update](#)
 - i. 134 activities achieved (1.5% ↑ since June 12, 2023)
 - ii. 150 activities on track (1.3% ↓ since June 12, 2023)
 - iii. 49 activities deferred (no change since June 12, 2023)
 - b. Educational Master Plan revision
 - i. Consultations with CMI and BOR completed
 - ii. Incorporation of recommendations into draft Meto (on-going)
 - iii. Desktop survey of [Long Term and Mid Term plans for GRMI](#)
7. **MAPS Update**
 - a. [Cycle 3 Group 2](#)
 - b. [Cycle 4 Group 1](#)
 - c. [Assessment Coach Report](#)
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 4 to 11, were not reviewed and entertained by the IEC.

ADJOURNMENT

The IEC's *first* meeting for August 2023, was adjourned at 12:06 p.m.



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Submitted By:

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

Concurred By:

DocuSigned by:

~~65AD6D4E022F487~~
William Reiher, EVP
Chairperson, IEC

Approval Date:

August 30, 2023