



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 28, 2024

BoR Conference Room

MINUTES

Members:

Stevenson Kotton*

Vasemaca Savu*

Kayo Yamaguchi-Kotton

Desmond Doulatram

Hatty Kabua

Rosina Korean

Susana Kamram*

Suemina Bohanny-Note

Bryan Jetnil Jekkar

Vice President of Business and Administrative Affairs

Dean of Academic Affairs

Director of Human Resources

Chairperson, Curriculum Committee

Grant Coordinator

Faculty Senate Representative

Staff Senate Representative I

Staff Senate Representative II

Student Government Association

Attendees via ZOOM

Dr. Adedayo Ogunmokun

Cheryl Vila

Rigietta Lord

Vice President for Land Grant

Designated Chairperson/Director of Institutional

Research and Assessment/ALO

Dean of WAVES

On Leave

Chairperson William Reiher

Executive Vice President

Member Vacancies

- Vacant -

Dean of Student Services

* Not Present

The Institutional Effectiveness Committee's *second* meeting for February 2024, was called to order by the designated Chairperson at approximately 11:20 a.m.

Mission Statement

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



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1. Review of the Previous Meeting Minutes

a. February 14, 2024

- i. After being reviewed, the HR Director made a motion to approve the meeting minutes of February 14, 2024. The motion was seconded by the Faculty Senate Representative and carried unanimously by the majority with five abstentions.

1. DECISION

- a. **With no modifications, the minutes for the meeting held on February 14, 2024, were approved, as presented.**

2. Action Items:

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

- i. The Chairperson shared the reasons why it was necessary that the document be discussed/reviewed at the Executive Council level.
 1. The IEC discussed the need for the document to be shared with the respective senate groups.

3. Participatory Governance Updates - There were no updates from the following:

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



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2. The HR Director will get back to the committee for recommendations on the working group membership.
5. [ISLO 5 Assessment](#) (IEC Role 4)
6. The Chairperson allowed more time for the [ISLO 5 Assessment](#) to be shared with the senate groups.
 - a. The document was to be shared with the respective senate groups.
7. [ISLO Revision Update and Process](#) (IEC Role 4)
 - a. The IEC thoroughly reviewed and discussed the survey questions shared by the Chairperson.
 - i. The SGA Representative was to share with the SGA and provide their feedback before the next IEC meeting scheduled for March 13, 2024.
8. [Institutional KPI](#) (IEC Role 3)
 - a. The Curriculum Committee Chairperson shared the discussions regarding the [Institutional KPI](#) from the Faculty In-Service that had occurred on Friday, February 23, 2024.
 - i. Emphasize the Faculty's role as Student Advisers, as stated in the Job Description.
 - b. The HR Director shared that the HRC's action items included revising the Faculty's Job Descriptions.
 - i. The HR Director commended the Faculty Senate for their cooperation in ensuring that the Faculty's Job Descriptions were moving forward and in progress.
 - c. The IEC reviewed the following and compared the ISS to the Stretch Goal:
 - i. 150% Graduation Rate
 1. In spite of decreasing course completion rates for more than a year now, two key factors contributed to the achievement of the KPI's ISS—more students who completed the intensive English and Math and the 15-to-complete programs.
 2. More males complete faster than females. Interventions were developed through the Gender Gap research. Hopefully, this effect should be felt by this graduating cohort.
 - ii. Questions to keep in mind in the discussion:
 1. Is there a need for intervention for KPIs that were not achieved? If yes, what interventions should be made, and to what subgroups should they apply?



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2. Should the ISS and Stretch Goal numbers be changed?
3. Should the KPIs themselves be changed?

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

9. **FACETS Update** (IEC Role 1)
 - a. [Status Report as of Feb 2024](#)
 - b. [Report from PR champion](#)
 - c. FACETS Working Group
10. **MAPS Update** (IEC Role 1)
 - a. [MAPS Extended Cycle 4 Status Report](#)
 - b. MAPS Cycle 5
11. **Integrated Planning Cycle**: Update coming soon
12. Follow Up on [Early Outcomes Indicators](#) Power BI or [PDF](#)
 - a. Awaiting Faculty feedback
13. [Student Engagement report](#) - buy in from Faculty addressing higher order thinking skills in the classroom.
14. **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 *second* meeting for February 2024, was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

Meria N. Bollong
Secretariat Officer, IEC

Concurred By:

DocuSigned by:

Cheryl Vila, IRA Director
Designated Chairperson, IEC

Approval Date:

March 27, 2024