



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., December 11, 2024

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Dr. Adedayo Ogunmokun

Vasemaca Savu*

Rigieta Lord*

Meyar Laukon*

Vacant

Kayo Yamaguchi-Kotton

Anaseini Talei*

Ychen James*

Gade Maitokana

Susana Kamram*

Ruthy Maun

Chairperson/Vice President of Academic & Student

Affairs (VPASA)/Accreditation Liaison Officer

Vice President of Business and Administrative Affairs

Vice President for Land Grant

Dean of Academic Affairs

Dean of WAVES

Acting Dean of Student Success

Director of Institutional Research and Assessment

Director of Human Resources

for Grant Coordinator

Student Government Association Representative

Faculty Senate Representative

Staff Senate Representative I

for Staff Senate Representative II

Members Present via ZOOM

Edward Alfonso

Faculty Senate/Chairperson, Curriculum Committee

On Leave

Chairperson William Reiher

Executive Vice President

* Not Present

The Institutional Effectiveness Committee's *first* meeting for December 2024, was called to order by the designated Chairperson at approximately 11:15 a.m.

I. Review of the Previous Meeting Minutes

A. November 13, 2024

1. After being reviewed the Vice President for the Land Grant made a motion to approve the meeting minutes of [November 13, 2024](#). The motion was seconded by the proxy for the Grants Coordinator and passed unanimously, by the majority, with two abstentions.



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

a) DECISION

(1) The minutes for the meeting held on [November 13, 2024](#), were approved, as presented.

B. November 27, 2024

II. Matters Arising from the Minutes and Old Business

A. [Revised Integrated Planning Manual](#)

1. The following were discussed by the IEC members:
 - a) The timeframe that was currently practiced for the mission statement to be reviewed and revised.
 - (1) Currently, the mission statement is reviewed and revised every four years.
 - (a) The document mentioned the need for the mission statement to be reviewed annually.
 - b) The purpose of the document, which was for better alignment and understanding.
 2. As per the Faculty Senate Representative, there was no feedback from the Faculty Senate.
 3. According to the Staff Senate President, the document had not been shared with the Staff Senate.
 - a) The document was to be shared with the Senate and brought back for the committee's review and consideration in the next IEC meeting, scheduled for January 8, 2025.
 4. The IEC thoroughly discussed the need for the categorization of programs to be reviewed before the implementation of the next cycle.

B. [ISLO Assessment Process](#)

1. After being reviewed carefully, the Human Resources Director motioned to approve the [ISLO Assessment Process](#). The Staff Senate President seconded the motion and the it was successfully passed, by the majority, with no abstentions.

a) DECISION

(1) Having no correction, the [ISLO Assessment Process](#), was approved.

III. Participatory Governance Updates

- A. Report from IEC Chair
- B. Secretariat Officer Report



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

1. The Secretariat Officer informed the committee of collaborating closely with the IT department in terms of updating the IEC page on the CMI webpage.

C. Executive Council

1. As per the VPASA, the following
 - a) The reaffirmation of the current ISLOs from the Executive Council.
 - b) The revision of the KPI Chart was still in the review process by the Executive Council.

D. Faculty Senate

1. As per the Faculty Senate Representative, the Faculty Senate were meeting regularly.
 - a) There were no urgent matters relevant to the committee from the Faculty Senate.

E. Student Government Association

F. Staff Senate

1. The Staff Senate President mentioned the need for better communication throughout the CMI in terms of new recruitments joining the CMI community.
2. The Staff Senate President shared a brief participatory governance training conducted by the Secretariat Officer to the Staff Senate's Standing Committee's Representatives.
 - a) A recommendation from the Staff Senate President was for a participatory governance training to be conducted annually.

IV. Updates from Subcommittees, Working Groups, and Regular Functions

A. Data Governance (IEC Role 7)

B. Administrative Handbook Working Group (IEC Role 7)

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. MAPS: [MAPS Cycle 5](#)

D. FACETS

E. Social Justice Working Group (Reinstitution)

V. Accreditation Standard 1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.

1. **Review Criterion:** The institution's goals align with key initiatives within its scope of responsibility.
 - a) CMI's stretch goals aligning with the key initiatives



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

- (1) How CMI's institutional goals aligned with the key initiatives
- b) IEC discussed "equitable student outcomes"
- c) Ways to improve:
 - (1) Strengthening CMI's connection with the community
 - (2) Status of the "Wall of Fame" (Should be renewed annually)
 - (a) Strengthening networking with CMI's alumni

VI. New Business

VII. Follow Up Items

A. Student Needs Survey (for KPI #1)

B. [Mentoring Program \(for KPI #1\)](#)

- 1. The members were allowed their "first read" of the document and was to be shared with their respective senate groups.

VIII. Adjournment

A. The Institutional Effectiveness Committee's *first* meeting for December 2024, was adjourned at 11:59 a.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

Meria N. Bollong
Secretariat Officer, IEC

DocuSigned by:

Dr. Elizabeth Switaj, VPASA
Chairperson, IEC

January 8, 2025

Certificate Of Completion

Envelope Id: 2C2BEEBF-599E-48E8-AB17-3C0845B811B4	Status: Completed
Subject: Complete with Docusign: IEC Minutes 12/11/24 (Approved)	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Meria Bollong
Time Zone: (UTC+12:00) Fiji	1258
	Majuro, MH 96960
	mbollong@cmi.edu
	IP Address: 117.103.91.226

Record Tracking

Status: Original	Holder: Meria Bollong	Location: DocuSign
1/8/2025 1:54:50 PM	mbollong@cmi.edu	

Signer Events

Meria Bollong
mbollong@cmi.edu
College of the Marshall Islands
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
Using IP Address: 117.103.91.226

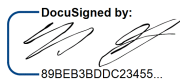
Timestamp

Sent: 1/8/2025 1:56:32 PM
Viewed: 1/8/2025 1:56:43 PM
Signed: 1/8/2025 1:56:47 PM

Electronic Record and Signature Disclosure:

Accepted: 4/12/2022 3:22:50 PM
ID: df73e34a-c18a-4c7e-b371-e7636d0046a3

Dr. Elizabeth Switaj
eswitaj@cmi.edu
Vice President for Academic and Student Affairs
College of the Marshall Islands
Security Level: Email, Account Authentication (None)



Signature Adoption: Drawn on Device
Using IP Address: 203.78.155.25
Signed using mobile

Sent: 1/8/2025 1:56:48 PM
Viewed: 1/9/2025 1:04:09 PM
Signed: 1/9/2025 1:04:31 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/8/2025 1:56:32 PM
Certified Delivered	Security Checked	1/9/2025 1:04:09 PM
Signing Complete	Security Checked	1/9/2025 1:04:31 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	1/9/2025 1:04:31 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, College of the Marshall Islands (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact College of the Marshall Islands:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsanchez@cmi.edu

To advise College of the Marshall Islands of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsanchez@cmi.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from College of the Marshall Islands

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsanchez@cmi.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with College of the Marshall Islands

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsanchez@cmi.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify College of the Marshall Islands as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by College of the Marshall Islands during the course of your relationship with College of the Marshall Islands.