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
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Institutional Effectiveness Committee
11:10 a.m., October 9, 2024
BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj	Chairperson/Vice President of Academic & Student Affairs (VPASA)/Accreditation Liaison Officer
Stevenson Kotton*	Vice President of Business and Administrative Affairs
Dr. Adedayo Ogunmokun	Vice President for Land Grant
Vasemaca Savu	Dean of Academic Affairs
Rigieta Lord*	Dean of WAVES
Cheryl Vila	Director of Institutional Research and Assessment
Nering R. Henos	*for* Director of Human Resources
Anaseini Talei	*for* Grant Coordinator
Gade Maitokana	Faculty Senate Senate Representative
Edward Alfonso	Faculty Senate/Chairperson, Curriculum Committee
Susana Kamram*	Staff Senate Representative I
Ychen James*	Student Government Association Representative

Members Present via ZOOM

Jeremy Myazoe	Staff Senate Representative II
Meyar M. Laukon	Acting Dean of Student Success

On Leave

Chairperson William Reiher	Executive Vice President

Member Vacancies

- Vacant -	Dean of Student Services

* Not Present

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The Institutional Effectiveness Committee's *first* meeting for October 2024, was called to order by the designated Chairperson at approximately 11:13 a.m.

The designated Chairperson welcomed the members and conveyed her appreciation for their attendance. A special recognition was given by the Chairperson to the IRA Director for her Chairmanship when the VPASA was appointed as the Interim President for CMI.

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Mission Statement

The meeting started off with the mission statement being recited by the Faculty Senate's Curriculum Committee Chairperson

I. **Review of the Previous Meeting Minutes**
   A. Pending Special Meeting minutes August 5
      1. The following minutes were to be shared with the committee by the Secretariat Officer once they were finalized.
   B. Pending Regular Meeting minutes March 13
      1. As per the Secretariat Officer, and confirmed by the IT department, the recording for the meeting held on March 13, 2024, was unretrievable.
         a) The Secretariat Officer was not present during the meeting of March 13, 2024.
   C. September 11, 2024 (Draft)
      1. After being reviewed, the IRA Director moved to approve the minutes of September 11, 2024 (Draft). The motion was seconded by the VPLG and carried unanimously, by majority, with three (3) abstentions.

         a) **DECISION**
            (1) With the minor modifications, the minutes of September 11, 2024 (Draft), were approved, as presented.

II. **Action Items:**
   A. PR Working Group
      1. The Staff Senate Representative II reconfirmed his membership in the PR Working Group.
      2. The IRA Director made a motion to nominate the Curriculum Committee Chairperson as the fifth (5) member of the PR Working Group. The nomination was seconded by the Dean of Academic Affairs and agreed by the majority, with no abstentions.

         a) **DECISION**
            (1) The majority IEC members had agreed for the Curriculum Committee Chairperson to be part of the PR Working Group.

   B. IEC RSA 2024-2025
      1. The committee recommended the following:
         a) Change the bullet points to numbers
         b) Delete the EVP from the membership list

    c) IRA Director to be the IEC Vice Chairperson

2. After being reviewed thoroughly, the Dean of Academic Affairs made a motion to approve the IEC RSA 2024-2025. The motion was seconded by the Curriculum Committee Chairperson and carried unanimously, by the majority, with no abstentions.

    a) **DECISION**
        (1) **With the recommendations, the IEC RSA 2024-2025, was approved, as projected.**

C. IEC 2023-24 Assessment Report

    1. The following were discussed carefully by the IEC:
        a) The inclusion of the exact dates the Student Engagement Report and the Early Outcomes Indicators were discussed by the committee.
        b) The contexts in the Reflection Section were clearly explained to the members by the Chairperson.
            (1) As per the Chairperson, the following were in the process of being addressed by the SLT.
        c) The following were added to the Remedial Action section:
            (1) "Recommend that prioritized initiatives not be approved by the budget committee but rather the budget committee approved the available budget for prioritizing initiatives, IEC approved the prioritization, and EC approved the overall final results.
            (2) Recommend an attendance report across committees be shared with EC to show if there are patterns of non-participation of non-participation in participatory governance.
        d) Membership Absence
            (1) It was recommended that, "after 3 absences, membership will be reviewed.
            (2) Members' immediate supervisors were to be notified of their absences.
                (a) As a way forward towards improvement, a regular attendance report was to be shared to the Executive Council by the Secretariat Officer.

    2. After being reviewed thoroughly, the Dean of Academic Affairs made a motion to approve the IEC 2023-24 Assessment Report. The IRA Director seconded the motion and it was successfully passed, by the majority, with no abstentions.

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a) **DECISION**
(1) **With the recommendations, the IEC 2023-24 Assessment Report, was approved, as projected.**

D. Institutional KPI (IEC Role 3)
E. MAPS Extended Cycle 4 Status Report
F. 2024 Spring PS Official Enrollment Report & 2024 Summer PS Official Enrollment Report (IEC Role 3)

III. **MAPS update (IEC Role 1)**
A. MAPS Cycle 5

IV. **Student Needs Survey (for KPI #1)**

V. **Policy Review**

VI. **Participatory Governance Updates**
A. Report from IEC Chair
B. Secretariat Officer Report
C. Executive Council
D. Faculty Senate
E. SGA
F. Staff Senate

VII. **Subcommittee and Working Group Updates:**
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.

VIII. **Integrated Planning Cycle: Update Coming Soon**

IX. **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.

X. **FACETS Update (IEC Role 1)**

*****In the interest of time, the agenda items from II.D. to X. were deferred*****

XI. **ADJOURNMENT**
The IEC's *first* meeting for October 2024, was adjourned at 12:13 p.m.

Submitted By: Concurred By: Approval Date:

DocuSigned by: DocuSigned by: October 23, 2024

Meria N. Bollong   Cheryl Vila, IRA Director
Secretariat Officer, EC   Designated Chairperson, IEC