



CMI

Institutional Effectiveness Committee

College of the Marshall Islands

Accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC)

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., May 14, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Dr. Adedayo Ogunmokun

Edward Alfonso

Rigieta Lord

Oyinade Ogunmokun

Jemimah Razalan*

Dr. Rosalie Bojos

Nering Redmond Henos

Anaseini Talei

Stacey Latrick*

Desmond Doulatram*

Gade Maitokana

Daniel Hitchfield*

Tembo Langbata*

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

for Dean of Student Success

Associate Dean of Learning Support

Director of Institutional Research and Assessment (IRA)

for Director of Human Resources

for Grant Coordinator

Student Government Association Representative

Faculty Senate/Chairperson, Curriculum Committee

Faculty Senate Representative

Staff Senate Representative I

Staff Senate Representative II

* Not Present

The Institutional Effectiveness Committee's *first* meeting for May 2025, was called to order by the Chairperson at approximately 11:16 a.m.

Before convening with the meeting, the proxy for the Grant Coordinator recited the mission statement for the members of the committee.

I. Review of the Previous Meeting Minutes

A. [April 23, 2025 \(Draft\)](#)

1. After being reviewed, the Dean of WAVES made a motion to approve the minutes of [April 23, 2025 \(Draft\)](#). The motion was seconded by the IRA Director and successfully passed, by the majority, with two abstentions.



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a) DECISION

- (1) **Having no modifications, the minutes for the meeting held on [April 23, 2025 \(Draft\)](#), were approved, as presented.**

II. Matters Arising from the Minutes and Old Business

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

1. The IEC reviewed and discussed the status of the following which was still in progress: .
 - a) As a way forward, the following were selected to finalize the document and resubmit it for the IEC's review and reconsideration, before it was forwarded to the Budget Committee.
 - (1) Dean of Student Success
 - (2) Proxy for the Grant Coordinator
 - (3) Staff Senate Representative II

B. [Program Review Appendix 1: Programs](#)

1. Although the following document was still in progress, it was noted that the WAVES department's areas were completed.

C. [Revision of Integrated Planning Manual](#)

1. After being carefully reviewed, the Faculty Senate Representative I made a motion to approve the [Revision of Integrated Planning Manual](#). The motion was seconded by the IRA Director and successfully passed, by the majority, with one abstention.

a) DECISION

- (1) Having no corrections, the [Revision of Integrated Planning Manual](#), was approved, as presented.

D. [Mission Review Survey](#)

1. The IEC discussed the following:
 - a) The need to develop samples of the college's revised mission for the committee to review.
 - (1) The mission was to be translated into Marshallese once it was approved by the IEC.

III. Participatory Governance Updates

A. Report from the IEC Chairperson

1. Update from the Executive Council/Board of Regents
 - a) The Chairperson/Vice President of Academic and Student Affairs shared with the committee of the following approval from the Executive Council during their meeting on May 7, 2025:



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(1) [ADAPT-The Next Evolution of CMI's Program Review Cycle](#)

B. Secretariat Officer Report

1. As per the Secretariat Officer, there was no pending minutes pertaining to the IEC.

C. Faculty Senate

1. According to the Faculty Senate Representative, there was no update, or issues, related to the IEC.

D. Student Government Association

1. There was no representative present at the meeting from the Student Government Association.

E. Staff Senate

1. There was no representative from the Staff Senate that had attended the meeting.

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

A. Data Governance (IEC Role 7)

1. The IRA Director shared the following with the IEC members:
 - a) The Data Governance subcommittee's meeting on May 9, 2025.
 - (1) The subcommittee had reviewed the existing subcommittee's Term of Reference (TOR) and the IEC's RSA.
 - (2) The subcommittee discussed current discrepancies in inputting the student's identifications.
 - (3) The Data Governance Policy was to be reviewed by the subcommittee and submit their recommendations to the IEC, per their review and consideration.

B. MAPS

1. The Faculty Senate Representative shared the following with the IEC:
 - a) The field works were completed and were in the process of being compiled manually by the IRA department.

C. FACETS

1. Incomplete PRs
 - a) An update, regarding the uncompleted PRs, was to be obtained from the Program Review Champion and was to be shared with the committee in the upcoming meetings.
2. [Summary of degree program PLO assessments from cycle 2](#)



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- a) As per the Faculty Senate Representative, the [Summary of degree program PLO assessments from cycle 2](#), was to be tabled in the next Faculty Senate meeting.
- b) The IEC discussed if there was a need to review the methods used in assessing the PLOS.

D. Social Justice Working Group (Reinstitution)

E. KPIs

1. [Update on Early Indicators](#)
2. [Summary of KPIs](#)

V. Accreditation

A. Accreditation Standard 1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

1. **Review Criterion:** Institutional systems for planning are integrated such that information from program planning informs processes for resource allocation, decision-making, and short-and long-term operational planning.

B. Follow-Up: Reviving the Hall of Fame

1. Nominating Committee
2. Logistics

C. 2024 CCSSE and CCFSSSE

1. Reports
 - a) [CCSSE Executive Summary](#)
 - b) [First-Generation File Cabinet Breakout](#)
 - c) [Gender Breakout](#)
 - d) [Age Breakout](#)
 - e) [Enrollment Status Breakout](#)
 - f) [Means Report](#)
 - g) [CCFSSE: Faculty and Student Items](#)
 - h) [CCFSSE: Faculty-Only Items](#)

2. Based on last meeting's discussion: what results would we like to hold focus groups to understand better?
3. Are there any other actions we should take based on these reports?

D. [Effective Institutional Outcome Transparency and Student Achievement for the ACCJC Annual Report](#)

VI. New Business

A. There were no new matters arising discussed in the meeting.



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VII. Follow Up Items

A. Student Needs Survey (for KPI #1)

*****In the interest of time, the agenda items from IV.D. to VII.A. were deferred. *****

VIII. Adjournment

A. The Institutional Effectiveness Committee's *first* meeting for May 2025, was adjourned at 12:00 p.m.

Submitted By:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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89BEB3BDDC23455...
Dr. Elizabeth Switaj, VPASA
Chairperson, IEC

Approval Date:

May 28, 2025

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eswitaj@cmi.edu

Vice President for Academic and Student Affairs

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In Person Signer Events

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Editor Delivery Events

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Agent Delivery Events

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

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