



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., March 26, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj*

Dr. Rosalie Bojos

Stevenson Kotton*

Dr. Adedayo Ogunmokun

Edward Alfonso

Rigieta Lord

Meyar Laukon*

Jemimah Razalan*

Hatty Kabua

Stacey Latrick

Gade Maitokana

Desmond Doulatram

Daniel Hitchfield*

Tembo Langbata

Chairperson/Vice President of Academic & Student
Affairs (VPASA)/Accreditation Liaison Officer

Designated Chairperson

Director of Institutional Research and Assessment

Vice President of Business and Administrative Affairs

Vice President for Land Grant

Dean of Academic Affairs

Dean of WAVES

Dean of Student Success

Associate Dean of Learning Support

Grant Coordinator

Student Government Association Representative

Faculty Senate Senate Representative

Faculty Senate/Chairperson, Curriculum Committee

Staff Senate Representative I

Staff Senate Representative II

Attendees via ZOOM

Kayo Yamaguchi-Kotton

Director of Human Resources

* Not Present

The Institutional Effectiveness Committee's *second* meeting for March 2025, was called to order by the designated Chairperson at approximately 11:22 a.m.

Before convening with the meeting, the Human Resources Director recited the mission statement for the members of the committee.

I. Review of the Previous Meeting Minutes

A. February 26, 2025 (Draft)

1. After being carefully reviewed, the Human Resources Director made a motion to approve the meeting minutes of [February 26, 2025 \(Draft\)](#). The motion was seconded by the Curriculum Committee's Chairperson and successfully passed, by the majority, with no abstentions.



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a) DECISION

(1) Having no modifications, the minutes for the meeting held on February 26, 2025 (Draft), were approved, as presented.

B. March 12, 2025 (Draft)

1. The Curriculum Committee's Chairperson made a motion to approve the minutes of March 12, 2025 (Draft). The motion was seconded by the Dean of Academic Affairs and carried unanimously, by the majority, with no no abstentions.

a) DECISION

(1) Having no corrections, the minutes for the meeting held on March 12, 2025 (Draft), were approved, as projected.

II. Matters Arising from the Minutes and Old Business

A. Mentoring Program (for KPI #1)

1. Due to the reason that the Dean of Student Success was on duty travel, the Mentoring Program (for KPI #1) was deferred.

B. Revised Program Review Cycle from Fall 2025

1. The committee discussed the membership of the program review working group, which consisted of the following:
 - a) Institutional Research and Assessment Director
 - b) Dean of Academic Affairs
 - c) Faculty Senate Representative
 - d) Staff Senate Representative
 - e) Arrak Director
2. The majority member of the committee agreed to defer the Revised Program Review Cycle from Fall 2025 to be tabled in the next IEC meeting scheduled for April 9, 2025.

III. Participatory Governance Updates

- A. Report from IEC Chair
- B. Secretariat Officer Report
- C. Faculty Senate
- D. SGA
- E. Staff Senate

1. There was no report from the agenda items from III.A. to III.E.

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

- A. Data Governance (IEC Role 7)



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1. As per the Institutional Research and Assessment Director, the Data Governance subcommittee had not met.

B. MAPS

1. As per the Faculty Senate Representative, two (2) training sessions in regards to SLO writings, had occurred.
 - a) The training session had been attended by twelve (12) faculty members.
 - b) There had been six (6) plan submissions from the STEM department that had been submitted on Nuventive and two (2) from the Maritime Training courses.

C. FACETS

1. Incomplete PRs
 - a) As per the Institutional Research and Assessment Director, an update regarding the incomplete program reviews was to be provided once it was confirmed by the Program Review Champion.
2. [Summary of Degree Program PLO Assessments from Cycle 2](#)
 - a) The committee carefully reviewed the [Summary of Degree Program PLO Assessments from Cycle 2](#).
 - (1) The following was discussed:
 - (a) The importance of developing plans and executing the plans accordingly.
 - (b) The Faculty Representatives shared various ways ISLOs were addressed.
 - (i) The committee discussed the importance of brainstorming activities to address the current ISLOs.

D. Social Justice Working Group (Reinstitution)

1. It was agreed by the majority committee members that the Counseling Director was to lead the Social Justice Working Group.
 - a) It was recommended that the membership be expanded to include student representation and representatives from the instructional departments.

E. KPIs

1. [Update on Early Indicators](#)
2. [Summary of KPIs](#)
 - a) The KPI 7: Program Completion Early Momentum for 2023-2024 was carefully explained by the Institutional Research and Assessment Director to the members of the committee.
 - (1) The importance for advisors to advise the students properly was discussed by the committee.



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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 comprehensive planning are designed to support accomplishment of the mission and lead to institutional innovation and improvement.

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

VII. Follow Up Items

- A. Student Needs Survey (for KPI #1)

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

VIII. Adjournment

- A. The Institutional Effectiveness Committee's second meeting for March 2025, was adjourned at 12:04 p.m.



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Submitted By:

DocuSigned by:

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

Concurred By:

Signed by:

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Dr. Rosalie Bojos
Designated Chairperson, IEC

Approval Date:

April 9, 2025

Certificate Of Completion

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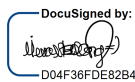
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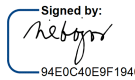
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 Rosalie Bojos
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