



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., June 11, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Dr. Adedayo Ogunmokun

Edward Alfonso

Rigieta Lord

Meyar M. Laukon

Jemimah Razalan*

Dr. Rosalie Bojos

Nering Redmond Henos

Anaseini Talei

Stacey Latrick*

Desmond Doulatram

Daniel Hitchfield*

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

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

Staff Senate Representative I

Attendees via ZOOM

Gade Maitokana

Tembo Langbata

Faculty Senate Representative

Staff Senate Representative II

* Not Present

The Institutional Effectiveness Committee's *first* meeting for June 2025, was called to order by the Chairperson at approximately 11:18 a.m.

Before convening with the meeting, the proxy for the Faculty Senate Representative recited the mission statement for the members of the committee.

I. Review of the Previous Meeting Minutes

A. [May 28, 2025 \(Draft\)](#)

1. After being carefully reviewed, the Dean of Student Success made a motion to approve the meeting minutes of [May 28, 2025 \(Draft\)](#). The motion was seconded by the Vice President of Land Grant and successfully passed, by the majority, with no abstentions.



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a) DECISION

(1) Having no corrections, the minutes for the meeting held on [May 28, 2025 \(Draft\)](#), were approved, as presented.

II. Matters Arising from the Minutes and Old Business

A. Mentoring Program (for KPI #1)

1. The Dean of Student Success shared the finalized document with the committee's recommendation
 - a) The Budget Breakdown section was explained thoroughly by the Dean of Student Success.
 - (1) The stipends and the hourly wages were to be forwarded to the Budget Committee, per their review and recommendation.
 - b) The committee discussed the idea of having the program in assistance to the New Student Orientations.
 - (1) The peer mentoring managers were to assist during the New Student Orientations.
 - c) The committee recommended and discussed the need to include a statement confirming that the Student Peer Mentors needed to obtain a GPA of 2.0 and above.
 - (1) The following suggestion was included in the first bullet under the "Requirements" section.
 - d) Possible working stations were discussed by the committee for the mentoring program.
2. The Dean of Student Success was to finalize the following sections and resubmit the document for the committee's review and reconsideration in the next meeting on June 25, 2025:
 - a) Responsibilities as a Peer Mentor
 - b) Responsibilities as a Peer Mentor Managers
 - c) Budget Breakdown

B. Program Review Appendix 1: Programs

1. The committee discussed the program areas that still needed to be revised and merged.

C. Mission Review Survey

1. The Chairperson shared the [Mission Review Survey](#) results with the members of the committee.



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- a) The committee discussed the importance for the college to have a mission statement.
- b) A discussion of whether to include a vision statement and a philosophy statement occurred thoroughly by the committee.
 - (1) It was agreed by the majority members that a vision statement was needed.
 - (2) After careful consideration, a philosophy statement was to be excluded.
 - (3) The committee discussed the need to integrate a mission and vision statement.
 - (a) An open document, with the inclusion of the recommended mission and vision statements, was to be shared with the respective constituencies.

III. Participatory Governance Updates

- A. Report from IEC Chair
 1. There was no update from the Executive Council.
- B. Secretariat Officer Report
 1. As per the Secretariat Officer, the committee's web page on the college's website, was still in the process of being updated.
 - a) This process was in progress by the Secretariat Officer and the IT department.
- C. Faculty Senate
 1. There was no report from the Faculty Senate.
- D. Student Government Association (SGA)
 1. The Dean of Student Success shared that the Student Government Association (SGA) Representative to the committee was to be Ms. Hope Lanwi, the SGA's Executive Secretary.
- E. Staff Senate
 1. There was no report from the Staff Senate.

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

- A. Data Governance (IEC Role 7)
 1. The Institutional Research and Assessment Director shared with the committee the following:



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- a) The Data Governance had met on June 9, 2025, and had agreed to conduct onboarding training for three (3) months since most of the members of the subcommittee were new members.

B. MAPS

1. The Institutional Research and Assessment Director was to meet with the Assessment Coach.

C. FACETS

1. Incomplete PRs
 - a) The Institutional Research and Assessment Director shared her upcoming meeting with the Program Review Champion.
 - (1) An update was to be provided in the next committee meeting on June 25, 2025.
2. [Summary of degree program PLO assessments from cycle 2](#)
 - a) As per the Faculty Senate Representative, the results of the PLO assessments were to be tabled further in the next Faculty Senate meeting.

D. 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 designed to occur on a regular basis, include appropriate participation from institutional constituencies, and are informed by relevant data and information.

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 Breakout](#)
 - c) [Gender Breakout](#)
 - d) [Age Breakout](#)



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- e) [Enrollment Status Breakout](#)
- f) [Means Report](#)
- g) [CCFSSE: Faculty and Student Items](#)
- h) [CCFSSE: Faculty-Only Items](#)
- 2. Based on the 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?
 - a) The Chairperson encouraged the committee members to review the agenda items from V.C.1. to V.C.3.
 - (1) The following were to be discussed in the next committee meeting that had been scheduled for June 25, 2025.
- D. [Effective Institutional Outcome Transparency and Student Achievement for the ACCJC Annual Report](#)
 - 1. The Chairperson encouraged the members to review the [Effective Institutional Outcome Transparency and Student Achievement for the ACCJC Annual Report](#).

VI. New Business

- A. There were no new matters arising from the meeting.

VII. Follow Up Items

- A. Student Needs Survey (for KPI #1)
 - 1. The development of a Student Needs Survey was tasked to the Dean of Student Success.

*****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 June 2025, was adjourned at 12:00 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

898EB3BDDC23455...
Dr. Elizabeth Switaj, VPASA
Chairperson, IEC

Approval Date:

June 25, 2025

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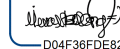
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Dr. Elizabeth Switaj

eswitaj@cmi.edu

Vice President for Academic and Student Affairs

College of the Marshall Islands

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