



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., July 25, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Dr. Adedayo Ogunmokun

Edward Alfonso

Meyar M. Laukon

Raymond Guiruela

Zackios Zackios

Anaseini Talei

Hope Lanwi

Chairperson/Vice President of Academic & Student

Affairs (VPASA)/Accreditation Liaison Officer

Vice President for Land Grant

Dean of Academic Affairs

Dean of Student Success

Director of Institutional Research and Assessment (IRA)

for Director of Human Resources

for Grant Coordinator

Student Government Association Representative

Attendees via ZOOM

John Zedkaia

Dr. Rosalie Bojos

Kayo Y. Kotton

Gade Maitokana

Desmond Doulatram

Acting Dean of WAVES

Director of Institutional Research and Assessment (IRA)

Director of Human Resources

Faculty Senate Representative

Faculty Senate/Chairperson, Curriculum Committee

Not Present

Stevenson Kotton

Daniel Hitchfield

Tembo Langbata

Vice President of Business and Administrative Affairs

Staff Senate Representative I

Staff Senate Representative II

The Institutional Effectiveness Committee's *first* meeting for July 2025, was called to order by the Chairperson at approximately 11:12 a.m.

Before convening with the meeting, the Acting Dean of WAVES recited the mission statement for the members of the committee.

I. Review of the Previous Meeting Minutes

A. [July 9, 2025 \(Draft\)](#)

1. After being carefully reviewed, the proxy for the Grants Coordinator made a motion to approve the meeting minutes of [July 9, 2025 \(Draft\)](#). The motion was seconded by the Dean of Academic Affairs 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 [July 9, 2025 \(Draft\)](#), were approved, as presented.

B. Matters Arising from the Meeting Minutes

1. There were no matters arising from the approved meeting minutes of [July 9, 2025 \(Draft\)](#).

II. Matters Arising from the Minutes and Old Business

A. Mission Review

1. [Second survey results](#)
 - a) The committee thoroughly reviewed and discussed the Decision Points for IEC to Consider section on the document.

III. Participatory Governance Updates

A. Report from IEC Chair

1. The following, forwarded by the committee, were still in the process of being reviewed by the Executive Council:
 - a) [Revision of Integrated Planning Manual](#).....(3rd Reading)
 - b) [IEC Mission Review Recommendation July 2025](#)....(1st Reading)

B. Secretariat Officer Report

1. The Secretariat Officer reminded the members regarding the committee's Role, Scope, and Authority (RSA), and its Annual Assessment Report for the academic year 2024-2025.

C. Faculty Senate

1. There was no report from the Faculty Senate.

D. SGA

1. There was no report from the Student Government Association (SGA).

E. Staff Senate

1. There was no Staff Senate present at the meeting.

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

A. Data Governance (IEC Role 7)

B. MAPS - updating cycle documents

1. Courses offered only in fall or only in spring
2. Planning when courses are offered



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C. Program Review

1. Incomplete PRs
 - a) [Program Review Champion's Update Report](#)
2. [Summary of degree program PLO assessments from cycle 2](#)
3. Preparing for [ADAPTS](#)
 - a) Departments needing AUOs/SDOs/PLOs
 - (1) Community, Liaison, Protocol & Logistic Office (CLPLO), Communication, and Translation
 - (2) NCORE: Navigator Center for Outreach, Registration, and Enrollment
 - (3) Workforce Development

D. [KPIs](#)

1. The following Key Performance Indicator ([KPIs](#)) was discussed by the committee:
 - a) KPI 1: 150% Degree Completion Rate

V. Accreditation

A. **Accreditation Standard 1.5:** The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement.

1. **Review Criterion:** Institutional evaluation reports and program reviews can be accessed by constituencies.
 - a) The committee discussed how the standard and its criterion were practiced at the college.
 - b) Some of the discussions included:
 - (1) The need to connect the college's program reviews with the industry advisory committee and the college's "internal and external stakeholders".
 - (2) The Liberal Arts Co-Chairperson shared the department's previous experience when it had conducted a survey to obtain the students/alumni's feedback after they had reached their degree/certificate from the college.

B. Follow-Up: reviving the Hall of Fame

1. Nominating committee
2. Logistics



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C. 2024 CCSSE and CCFSSSE

1. Reports

a) [CCSSE Executive Summary](#)

(1) The committee carefully reviewed the results provided in the [CCSSE Executive Summary](#).

(2) A working group, consisting of the following members, were to work on the next CCSSE report:

- (a) Vice President of the Land Grant
- (b) Dean of Academic Affairs
- (c) Director of Institutional Research and Assessment (IRA) and Staff Members
- (d) Curriculum Committee Chairperson
- (e) Grant Coordinator

(i) The working group was to be chaired by the Director of the IRA.

(a) The first meeting for the working group was to be held on August 28, 2025.

b) [First-Generation 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 prior 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](#)

1. The committee reviewed the [Effective Institutional Outcome Transparency and Student Achievement for the ACCJC Annual Report](#).

a) The survey was to be translated into Marshallese and re-shared by the Chairperson.



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VI. New Business

VII. Follow Up Items

A. Student Needs Survey (for KPI #1)

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

VIII. Adjournment

A. The Institutional Effectiveness Committee's *second* meeting for July 2025, was adjourned at 11:59 p.m.

Submitted By:

DocuSigned by:

A blue DocuSigned signature of Meria N. Bollong.

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

Concurred By:

DocuSigned by:

A blue DocuSigned signature of Dr. Elizabeth Switaj.

89BEB3BD0C23455...
Dr. Elizabeth Switaj, VPASA
Chairperson, IEC

Approval Date:

August 27, 2025

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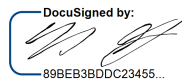
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Dr. Elizabeth Switaj
eswitaj@cmi.edu
Vice President for Academic and Student Affairs
College of the Marshall Islands
Security Level: Email, Account Authentication (None)



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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/27/2025 3:50:57 PM
Certified Delivered	Security Checked	8/27/2025 3:54:52 PM
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