



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., January 8, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Edward Alfonso

Rigieta Lord

Oyinade Ogunmokun

Kayo Yamaguchi-Kotton

Anaseini Talei

Ychen James*

Gade Maitokana

Vacant

Jeremy Myazoe

Ruthy Maun*

Chairperson/Vice President of Academic & Student

Affairs (VPASA)/Accreditation Liaison Officer

Vice President of Business and Administrative Affairs

Dean of Academic Affairs

Dean of WAVES

for Dean of Student Success

Director of Human Resources

for Grant Coordinator

Student Government Association Representative

Faculty Senate Senate Representative

Faculty Senate/Chairperson, Curriculum Committee

for Staff Senate Representative I

for Staff Senate Representative II

Members Present via ZOOM

Dr. Adedayo Ogunmokun

Dr. Rosalie Bojos

Vice President for Land Grant

Director of Institutional Research and Assessment

On Leave

Chairperson William Reiher

Executive Vice President

* Not Present

The Institutional Effectiveness Committee's *first* meeting for January 2025, was called to order by the designated Chairperson at approximately 11:10 a.m.

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

I. Review of the Previous Meeting Minutes

A. [December 11, 2024 \(Draft\)](#)

1. After being reviewed the Faculty Senate Representative made a motion to approve the meeting minutes of [December 11, 2024 \(Draft\)](#). The motion



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was seconded by the HR Director and passed unanimously, by the majority, with one abstention.

a) DECISION

(1) The minutes for the meeting held on [December 11, 2024](#), were approved, as presented.

(a) Matters Arising from the Meeting Minutes

(i) There were no matters arising from the meeting minutes of [December 11, 2024](#).

B. November 27, 2024

II. Matters Arising from the Minutes and Old Business

A. [Revised Integrated Planning Manual](#)

1. The committee discussed the comments that were presented in the document.
2. After being carefully discussed, it was decided by the committee to defer the [Revised Integrated Planning Manual](#), to allow more time for the respective senate groups to review and provide their comments/feedback.

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

1. The following were added to the document's Eligibility Requirements section:
 - a) College life (including residence life for students in dorms)
 - b) Financial Aid (including completing the FAFSA annually)
 - c) Work Study processes
 - d) Health Center
 - e) Finding the right pathway, vocational or academic
2. The [Mentoring Program \(for KPI #1\)](#) was deferred to allow the senate's more time to review and provide their comments/feedback on the document.

III. Participatory Governance Updates

A. Report from IEC Chair

1. As per the Vice President of Academic and Student Affairs, the previous Executive Council's meeting was an "issues/reports" meeting.



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- a) There were no issues relevant to the committee that was reported in the Executive Council's previous meeting, held on December 18, 2024.
 2. The next Board of Regents meeting had been scheduled for January 20, 2025.
- B. Secretariat Officer Report
 1. The Secretariat Officer shared the unavailability for the IT Department to retrieve the meeting minutes of November 27, 2024.
 - a) Other than the November 27, 2024 meeting minutes, the Institutional Effectiveness Committee had no pending meeting minutes.
- C. Faculty Senate
 1. The Faculty Senate Representative shared with the committee that the senate had not met and there were no issues that were to be brought forth for the committee's review.
- D. Student Government Association
 1. With the absence of the Student Government Association Representative, there were no reports from the Student Government Association.
- E. Staff Senate
 1. As per the Staff Senate Representative I, the senate had not met, however, the agenda items in II.A. and II.B., were to be shared, again, during the next, scheduled meeting.

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

- 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](#)
- C. MAPS: [MAPS Cycle 5](#)
- D. FACETS
- E. Social Justice Working Group (Reinstitution)
 1. The working group was to consist of the following:
 - a) Liberal Arts Department Co-Chairperson
 - b) Counseling Director
 - c) Student Government Association



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V. Accreditation Standard

A. **1.4.** The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation.

1. **Review Criterion:** The institution has established and published standards for student achievement (i.e., institution-set standards) in accordance with Commission Policy.

a) The committee thoroughly discussed if the college had “established and published standards” in which the following were mentioned:

(1) The CMI Key Performance Indicators (KPIs)

(a) Recommendation

(i) The Learning Environment and Academic Policy Committee to review the policy regarding CMI’s lowest passing grade.

B. Follow-Up: Reviving the Hall of Fame

1. Nominating Committee

2. Logistics

a) The committee discussed the following to be the members of the Hall of Fame Nominating Committee:

(1) Dean of Academic Affairs

(2) Communications Officer

(3) Tilmake Resources and Career Center (TRACC) Advisor

(4) A Staff Senate Representative

(5) Grant Coordinator

(a) The following committee was to discuss the development of standards and the criteria that were to be used to make selections for the Hall of Fame.

b) The following were discussed carefully by the committee:

(1) The need to organize the alumni for better linkage and connection.

(2) Primary responsibilities in tracking alumni and the availability of resources.

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1. The Chairperson shared the [Midterm Report](#) with the members of the committee and urged them to share with their respective senate groups and departments.

VI. New Business

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

VII. Follow Up Items

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

VIII. Adjournment

- A. The Institutional Effectiveness Committee's *first* meeting for January 2025, was adjourned at 11:52 a.m.

Submitted By:

DocuSigned by:

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

Concurred By:

DocuSigned by:

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

Approval Date:

February 26, 2025

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eswitaj@cmi.edu

Vice President for Academic and Student Affairs

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