



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., February 26, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Dr. Adedayo Ogunmokun

Edward Alfonso

John Zedkaia

Meyar Laukon

Jemimah Razalan*

Kayo Yamaguchi-Kotton

Dr. Rosalie Bojos

Hatty Kabua

Ychen James*

Gade Maitokana

Desmond Doulatram

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

for Dean of WAVES

Dean of Student Success

Associate Dean of Learning Support

Director of Human Resources

Director of Institutional Research and Assessment

Grant Coordinator

Student Government Association Representative

Faculty Senate Senate Representative

Faculty Senate/Chairperson, Curriculum Committee

Staff Senate Representative I

Staff Senate Representative II

* Not Present

The Institutional Effectiveness Committee's *second* meeting for February 2025, was called to order by the Chairperson at approximately 11:19 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. February 12, 2025

1. After being thoroughly reviewed, the Human Resources Department's Director made a motion to approve the meeting minutes of [February 12, 2025](#). The Dean of Academic Affairs seconded the motion and it was unanimously passed, by the majority, with no abstentions.



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

a) DECISION

(1) Having no corrections, the minutes for the meeting held on [February 12, 2025](#), were approved.

B. [January 22, 2025](#)

1. The Curriculum Committee Chairperson moved to approve the meeting minutes of [January 22, 2025](#) after they were carefully reviewed by the committee. The Human Resources Department's Director seconded the motion and it was approved, by the majority, with no abstentions.

a) DECISION

(1) Having no modifications, the minutes for the meeting held on [January 22, 2025](#), were approved, as presented.

C. [January 8, 2025](#)

1. The Human Resources Department's Director moved to approve the meeting minutes of [January 8, 2025](#). The motion was seconded by the IRA Director and successfully passed, by the majority, with no abstentions.

a) DECISION

(1) The meeting minutes of [January 8, 2025](#), were approved, as projected.

II. Matters Arising from the Minutes and Old Business

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

1. The budget development was being worked on by the Dean of Student Success and was to be shared with the committee members once it was finalized.

III. Participatory Governance Updates

A. Report from IEC Chair

1. The Chairperson shared with the members of the committee the previous Board of Regents meeting that was held on March 3, 2025.
2. As per the Chairperson, the following were still in review by the Executive Council:
 - a) KPI Chart
 - b) ISLO Assessment Cycle



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

B. Secretariat Officer Report

1. The Secretariat Officer updated the committee regarding pending meeting minutes and the IEC RSA for 2024-2025 and the Annual Assessment for 2023-2024 that had been currently approved by the Executive Council.

C. Faculty Senate

1. As per the Faculty Senate Representative, although the senate had met on February 14, 2025, there were no matters discussed that was relevant to the IEC.

D. SGA

1. In the absence of the Student Government Associations' Representative, the Dean of Student Success shared with the committee members of the newly appointed Student Government Association's Executive Secretary, Ms. Stacy Latdrik.

E. Staff Senate

1. As per the Staff Senate Representative II, there were no reports/matters arising from the Staff Senate.

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

A. Data Governance (IEC Role 7)

1. According to the IRA Director, an update report was to be shared in the next meeting that was scheduled for March 12, 2025.

B. MAPS

1. [Cycle 5 Reports](#)

C. FACETS

1. Incomplete PRs
 - a) The Chairperson reminded the members of the seriousness regarding the overdue and incompleting Program Reviews.
2. [Summary of degree program PLO assessments from cycle 2](#)
 - a) The Chairperson shared and explained to the members the [Summary of degree program PLO assessments from cycle 2](#).
 - b) The committee discussed thoroughly the following:
 - (1) The challenges in regards to the language barriers.
 - (2) The need to develop a "key glossary" for consistency and for students to better understand.
 - (3) The need to form a taskforce and "word list."



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

- (a) Proposed taskforce nominations and preferred “word list” were to be shared and discussed with the respective senate groups.

D. Social Justice Working Group (Reinstitution)

- 1. The IEC nominated the following to be members of the Social Justice Working Group:
 - a) Counseling Director
 - b) Liberal Arts Co Chairperson/Curriculum Committee Chairperson
 - c) Associate Dean of Student Equity and Engagement

E. KPIs

- 1. [Update on Early Indicators](#)
 - a) The IRA Director explained the following to the committee:
 - (1) KPI 7: Program Completion Early Momentum for 2023-2024
 - (2) KPI 7: Program Completion Early Momentum for 2023-2024: Actual Numbers
 - (3) Program Completion Early Momentum 2023-2024: Disaggregation by School Type

- 2. [Summary of KPIs](#)

V. Accreditation

- A. **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 Breakout](#)
 - c) [Gender Breakout](#)
 - d) [Age Breakout](#)
 - e) [Enrollment Status Breakout](#)



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

f) [Means Report](#)

g) [CCFSSE: Faculty and Student Items](#)

h) [CCFSSE: Faculty-Only Items](#)

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: iec@cmi.edu

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. [Revised program review cycle from Fall 2025](#)

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 February 2025, was adjourned at 12:05 p.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:

March 26, 2025