



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 12, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Dr. Adedayo Ogunmokun

Edward Alfonso

Rigieta Lord

Oyinade Ogunmokun

Jemimah Razalan

Kayo Yamaguchi-Kotton

Dr. Rosalie Bojos

Anaseini Talei

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

Dean of WAVES

for Dean of Student Success

Associate Dean of Learning Support

Director of Human Resources

Director of Institutional Research and Assessment

for Grant Coordinator

Student Government Association Representative

Faculty Senate Representative

Faculty Senate/Chairperson, Curriculum Committee

Staff Senate Representative I

Staff Senate Representative II

* Not Present

The Institutional Effectiveness Committee's *first* meeting for February 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. [January 8, 2025](#)

B. [January 22, 2025](#)

1. The Chairperson deferred the review of the meeting minutes of [January 8, 2025](#) and [January 22, 2025](#) for the next scheduled meeting on February 26, 2025.

- a) With the absence of the Secretariat Officer in the previous meeting, the meeting minutes of [January 22, 2025](#), needed to be formalized and resubmitted for the committee's review and consideration.



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II. Matters Arising from the Minutes and Previous Meeting

- A. [Mentoring Program \(for KPI #1\)](#)
- B. As per the IRA Director, the computing of KPIs 7, 8, and 9 for 2023-2024 was completed.
 - 1. The results were to be shared by the IRA Director once they were finalized.

III. Participatory Governance Updates

- A. Report from IEC Chair
 - 1. The VPASA shared the status of the following with the members:
 - a) [Chart of KPIs, ISS, and Stretch Goals](#)
 - (1) Approved by the Executive Council on January 15, 2025, and onwards to the Board of Regents, per their review and consideration.
 - b) [ISLO Assessment Cycle](#)
 - c) [Integrated Planning Manual 2024](#)
 - (1) The [ISLO Assessment Cycle](#) and the [Integrated Planning Manual 2024](#), were in review by the Executive Council.
- B. Secretariat Officer Report
 - 1. As per the Secretariat Officer, the [IEC RSA 2024-2025](#) and the [IEC 2023-24 Assessment Report](#) had been approved by the Executive Council on January 15, 2025.
 - a) After being circulated for signatures, the following were to be uploaded to the college's website.
- C. Faculty Senate
 - 1. The Faculty Senate Representative shared with the committee that the senate had met on January 24, 2025.
 - a) The senate's next meeting was scheduled for February 14, 2025.
- D. Student Government Association (SGA)
 - 1. With the absence of the Student Government Association's Representative, there were no updates from the SGA.
- E. Staff Senate
 - 1. As per the Staff Senate Representative II, the senate group had met on February 3, 2025.

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

- A. Data Governance (IEC Role 7)
- B. MAPS



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C. FACETS

D. Social Justice Working Group (Reinstitution)

1. The Social Justice Working Group had not met.

E. KPIs

1. [Update on Early Indicators](#)

V. Accreditation

A. **Accreditation Standard 1.3.** 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 regularly reviews meaningfully-disaggregated data, identifies equity gaps, and engages in planning and improvement to close these gaps.

a) The Curriculum Committee Chairperson/Liberal Arts Department Co-Chairperson shared his department's ongoing disaggregation assessment of data by gender and location.

b) The Dean of Academic Affairs stated the need to improve in terms of SLO analysis.

c) The committee thoroughly discussed if there were examples CMI was currently acting in regards to the disaggregated data.

(1) The committee discussed the challenge in assessing disaggregation across PLOs and SLOs.

d)

B. Follow-Up: reviving the Hall of Fame

1. Nominating committee

2. Logistics

a) The working group was in the process of finalizing the nomination criterias.

(1) The formalized criterias were to be shared with the committee in the upcoming IEC meetings.

C. [Midterm Report](#)

1. As per the Chairperson, the [Midterm Report](#) was due on March 15, 2025.

D. 2024 CCSSE and CCFSSE

1. Reports

a) [CCSSE Executive Summary](#)



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- 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](#)

(1) The Chairperson/Vice President of Academic and Student Affairs shared and explained thoroughly the results from CMI's Community College Survey of Student Engagement.

- (a) The results were carefully reviewed by the committee members.
- 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?

VI. New Matters Arising

A. [Programs for Program Review](#)

- 1. The Chairperson shared the [Programs for Program Review](#) with the committee and urged them to share with their departments and the respective senate groups.

VII. Follow Up Items

A. Student Needs Survey (for KPI #1)

VIII. Adjournment

- A. The Institutional Effectiveness Committee's *first* meeting for February 2025, was adjourned at 12:01 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Dr. Elizabeth Switaj, VPASA
Chairperson, IEC

Approval Date:

February 26, 2025