



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., April 9, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Dr. Rosalie Bojos

Stevenson Kotton*

Edward Alfonso

Rigieta Lord

Alexandria Johnny-Lajar

Jemimah Razalan*

Kayo Yamaguchi-Kotton

Anaseini Talei

Stacey Latrick*

Desmond Doulatram*

Daniel Hitchfield*

Tembo Langbata

Chairperson/Vice President of Academic & Student

Affairs (VPASA)/Accreditation Liaison Officer

Designated Chairperson

Director of Institutional Research and Assessment

Vice President of Business and Administrative Affairs

Dean of Academic Affairs

Dean of WAVES

for Dean of Student Success

Associate Dean of Learning Support

Director of Human Resources

Grant Coordinator

Student Government Association Representative

Faculty Senate/Chairperson, Curriculum Committee

Staff Senate Representative I

Staff Senate Representative II

Attendees via ZOOM

Dr. Adedayo Ogunmokun

Gade Maitokana

Vice President for Land Grant

Faculty Senate Representative

* Not Present

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

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

I. Review of the Previous Meeting Minutes

A. [March 26, 2025 \(Draft\)](#)

1. After being reviewed, the Human Resources Director made a motion to approve the minutes of [March 26, 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 modifications, the minutes for the meeting held on March 26, 2025 (Draft), were approved, as presented.**

II. Matters Arising from the Minutes and Old Business

A. Mentoring Program (for KPI #1)

1. Due to the reason that the Dean of Student Success was on duty travel, the Mentoring Program (for KPI #1) was deferred.

B. Revised Program Review Cycle from Fall 2025

1. The committee discussed the additional members that had been added to the taskforce included on page 7 of the document.

a) The taskforce was to consist of the following:

- (1) Institutional Research and Assessment Director
- (2) Dean of Academic Affairs
- (3) Dean of WAVES
- (4) Dean of Student Success
- (5) Faculty Senate Representative
- (6) Staff Senate Representative
- (7) Arrak Director
- (8) Kwajalein Campus Director
- (9) Human Resources Representative
- (10) Any other representative the IEC deemed necessary
 - (a) The committee discussed carefully if the inclusion of the new members would be considered as micro-managing.
2. The committee discussed the Administrators Set Assessment Requirements section and the Appendix I: List of Current Programs section.
3. After being thoroughly reviewed, the Dean of WAVES made a motion to approve the Revised Program Review Cycle from Fall 2025. The Human Resources Director seconded the motion and it was carried unanimously, by the majority, with no abstentions.

a) DECISION

- (1) **Having no objections, the Revised Program Review Cycle from Fall 2025, was approved, as projected with Appendix I reserved for further revision.**

III. Participatory Governance Updates

A. Report from IEC Chair

1. The Chairperson informed the members of the following:



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- a) The upcoming review of the Integrated Planning Manual, the college's mission statement, and the possible replacement of the METO Education Masterplan.

B. Secretariat Officer Report

C. Faculty Senate

D. SGA

E. Staff Senate

1. There was no report from the agenda items from III.B. to III.E.

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

A. Data Governance (IEC Role 7)

1. As per the Institutional Research and Assessment Director, the Data Governance subcommittee had not met.

B. MAPS

1. As per the Faculty Senate Representative, the due date for the MAPS submission was April 13, 2025.

- a) As reported by the Faculty Senate Representative, the STEM department had a 100% submission rate

- (1) The other department's were on track and were being followed up on.

C. FACETS

1. [Summary of Degree Program PLO Assessments from Cycle 2](#)

- a) The committee discussed the incomplete program reviews and mentioned the need for groups 3 to 6 to be evaluated.

- b) The committee needed to determine when the task force was to review the completed program reviews.

D. Social Justice Working Group (Reinstitution)

1. The working group was to consist of the following:

- a) Counseling Director

- b) Associate Dean of Student Equity and Engagement

- c) Staff Senate Member (Mrs. Joy Obet)

- d) Faculty Senate Representative (Mr. Desmond Doulatram)

- e) Student Government Association Representative

E. 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.



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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 File Cabinet 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 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

VII. Follow Up Items

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

*****In the interest of time, the agenda items from IV.E. to VII.A. were deferred. *****

VIII. Adjournment

- A. The Institutional Effectiveness Committee's *first* meeting for April 2025, was adjourned at 12:05 p.m.



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Submitted By:

DocuSigned by:

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

Concurred By:

DocuSigned by:

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

Approval Date:

April 23, 2025

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Dr. Elizabeth Switaj
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Vice President for Academic and Student Affairs
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Signature



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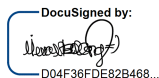
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/2/2026 12:24:07 PM
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Signing Complete	Security Checked	2/2/2026 12:24:23 PM

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