



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 23, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Dr. Rosalie Bojos

Stevenson Kotton*

Edward Alfonso

Rigieta Lord

Meyar Laukon

Jemimah Razalan*

Kayo Yamaguchi-Kotton

Anaseini Talei

Stacey Latrick*

Desmond Doulatram*

Luisa Kamenio

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

Dean of Student Success

Associate Dean of Learning Support

Director of Human Resources

for Grant Coordinator

Student Government Association Representative

Faculty Senate/Chairperson, Curriculum Committee

for Faculty Senate Representative

Staff Senate Representative I

Staff Senate Representative II

Attendees via ZOOM

Jemkar Jemkar

for Vice President for Land Grant

* Not Present

The Institutional Effectiveness Committee's *second* meeting for April 2025, was called to order by the designated Chairperson at approximately 11:16 a.m.

Before convening with the meeting, the Dean of Academic Affairs recited the mission statement for the members of the committee.

I. Review of the Previous Meeting Minutes

A. April 9, 2025 (Draft)

1. After being reviewed, the Human Resources Director made a motion to approve the minutes of [April 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 modifications, the minutes for the meeting held on [April 9, 2025 \(Draft\)](#), were approved, as presented.**

II. Matters Arising from the Minutes and Old Business

A. Mentoring Program (for KPI #1)

1. The IEC reviewed and discussed the following:
 - a) Budget Breakdown Section
 - (1) The possibility of obtaining the Budget Committee's approval in terms of allocating the program through the general fund.
 - b) Responsibilities of a Peer Mentor Section
 - c) The possible availability of previous data indicating that this was going to be an effective program.
 - d) As a way forward, the following were selected to finalize the document and resubmit it for the IEC's review and reconsideration, before it was forwarded to the Budget Committee.
 - (1) Dean of Student Success
 - (2) Proxy for the Grant Coordinator
 - (3) Staff Senate Representative II

III. Participatory Governance Updates

A. Report from the IEC Chairperson

1. Update from the Executive Council/Board of Regents
 - a) The Chairperson/Vice President of Academic and Student Affairs shared with the committee of the following approval from the Executive Council during their meeting on April 16, 2025:
 - (1) [ISLO Assessment Cycle](#).
 - b) According to the Chairperson/Vice President of Academic and Student Affairs, the following was in the process of being reviewed by the Executive Council:
 - (1) [ADAPT-The Next Evolution of CMI's Program Review Cycle](#)
2. Mission, Vision, Philosophy, Values Review
 - a) As per the Chairperson, the college's mission, vision, philosophy, values needed to be reviewed.
 - (1) The committee discussed the need to reduce the college's values.
 - (a) As a way forward, a survey, ranking the current values, was to be drafted by the Chairperson and



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shared with the IEC before it was disseminated to the CMI community.

- B. Secretariat Officer Report**
- C. Faculty Senate**
- D. Student Government Association**
- E. Staff Senate**

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

- A. Data Governance (IEC Role 7)**
- B. MAPS**
- C. FACETS**
 - 1. Incomplete PRs
 - 2. [Summary of degree program PLO assessments from cycle 2](#)
- D. Social Justice Working Group (Reinstitution)**
- 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.
 - 1. **Review Criterion:** The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.
- 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?



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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. [Revision of Integrated Planning Manual](#)

VII. Follow Up Items

A. Student Needs Survey (for KPI #1)

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

VIII. Adjournment

A. The Institutional Effectiveness Committee's *second* meeting for April 2025, was adjourned at 12:06 p.m.

Submitted By:

DocuSigned by:

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

Concurred By:

DocuSigned by:

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

Approval Date:

May 14, 2025

Certificate Of Completion

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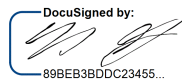
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Dr. Elizabeth Switaj
eswitaj@cmi.edu
Vice President for Academic and Student Affairs
College of the Marshall Islands
Security Level: Email, Account Authentication (None)



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