



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., September 10, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

Dr. Adedayo Ogunmokun

Edward Alfonso

Oyinade Ogunmokun

Lucinda Peter

Dr. Rosalie Bojos

Kayo Y. Kotton

Anaseini Talei

Leston Katjang

Tembo Langbata

Chairperson/Vice President of Academic & Student

Affairs (VPASA)/Accreditation Liaison Officer

Vice President for Land Grant

Dean of Academic Affairs

for Dean of Student Success

for Acting Dean of WAVES

Director of Institutional Research and Assessment (IRA)

Director of Human Resources

for Grant Coordinator

Student Government Association Representative

Staff Senate Representative II

Attendees via ZOOM

Desmond Doulatram

Gade Maitokana

Faculty Senate/Chairperson, Curriculum Committee

Faculty Senate Representative

Not Present

Stevenson Kotton

Vice President of Business and Administrative Affairs

Membership Vacancy

Staff Senate Representative I

The Institutional Effectiveness Committee's *first* meeting for September 2025, was called to order by the Chairperson at approximately 11:10 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. August 27, 2025 (Draft)

1. After being carefully reviewed, the Human Resources Director made a motion to approve the meeting minutes of [August 27, 2025 \(Draft\)](#). The motion was seconded by the proxy for the Dean of Student Success and successfully passed, by the majority, with one abstention.



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a) DECISION

(1) Having no corrections, the minutes for the meeting held on [August 27, 2025 \(Draft\)](#), were approved, as presented.

B. Matters Arising from the Meeting Minutes

1. There were no matters arising from the approved meeting minutes of [August 27, 2025 \(Draft\)](#).

II. Matters Arising from the Previous Meeting

A. [IEC 2024-2025 Assessment Report](#)

1. The committee discussed and clarified what type of “report” was to be shared from the constituency body representatives during the committee’s meetings.
2. The Dean of Academic Affairs made a motion to approve the [IEC 2024-2025 Assessment Report](#) after it was thoroughly reviewed by the committee. The motion was seconded by the Institutional Research and Assessment Director and passed unanimously, by the majority, with no abstentions.

a) DECISION

(1) The [IEC 2024-2025 Assessment Report](#), was approved, as presented.

B. [IEC 2025-2026 RSA](#)

1. **Recommendation:** The members discussed adding the following membership to the committee:
 - a) Student Learning Outcome Coach
 - b) Program Review Champion
2. After being reviewed, the Human Resources Director moved to approve the [IEC 2025-2026 RSA](#). The Curriculum Committee Chairperson seconded the motion and it was successfully passed, by the majority, with no abstentions.

a) DECISION

(1) With the modifications recommended, the [IEC 2025-2026 RSA](#), was approved, as projected.



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C. METO Strategic Imperative

1. After being shared by the committee Chairperson, the METO Strategic Imperative, was tabled and was to be shared with the respective senates.

III. Participatory Governance Updates

A. Report from IEC Chair

1. The following, forwarded by the committee, were still in the process of being reviewed by the Board of Regents:

- a) Revision of Integrated Planning Manual
- b) IEC Mission Review Recommendation July 2025

B. Secretariat Officer Report

1. The Secretariat Officer updated the committee regarding the committee's page on the website.

C. Faculty Senate

1. There was no report from the Faculty Senate.

D. SGA

1. There was no report from the Student Government Association (SGA).

E. Staff Senate

1. There was no Staff Senate present at the meeting.

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

A. Data Governance (IEC Role 7)

1. Data Request Form
 - a) After being reviewed thoroughly, the Human Resources Director made a motion to approve the Data Request Form. The Curriculum Committee Chairperson seconded the motion and it was passed successfully, by the majority, with no abstention.

(1) DECISION

(a) Having no objections, the Data Request Form, was approved.

2. As per the Data Governance Chairperson, the subcommittee had met on September 8, 2025, and was to submit a revision draft of the Data Governance Policy, per the IEC's review and consideration.



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B. MAPS

1. [Updated Cycle Deadlines](#)

a) The Institutional Research and Assessment Director shared and explained the MAPS cycle to committee members.

(1) As per the Faculty Senate Representative, the [Updated Cycle Deadlines](#) had been shared with the Faculty Senate.

(a) Training had been conducted regarding the MAPS Cycle activities with the faculty and the adjuncts.

(i) On September 18-19, 2025, training had been scheduled for the new faculty.

b) The committee discussed the need to include the “S” part of the MAPS cycle in [Updated Cycle Deadlines](#).

(1) The following statement was added to the document:

(a) “The Share” phase will take place in the semester following completion of the other phases, at events, such as faculty symposium, faculty in-service, and department meetings.”

2. The Human Resources Director made a motion to approve the [Updated Cycle Deadlines](#), after it was reviewed carefully by the committee members. The Dean of Academic Affairs seconded the motion and it was successfully passed, by the majority, with no abstentions.

a) **DECISION**

(1) **With the modification, the [Updated Cycle Deadlines](#) was approved, as presented.**

C. Program Review

1. Closing the PR Cycle

a) Incomplete PRs

(1) [Program Review Champion's Update Report](#)

b) [Summary of degree program PLO assessments from cycle 2](#)

2. [ADAPTS](#)

a) Departments needing AUOs/SDOs/PLOs

(1) CLPLO, Communication, and Translation

(2) NCORE: Navigator Center for Outreach, Registration, and Enrollment

(3) [Workforce Development](#)



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- b) Current phase: ADministrators set assessment requirements
 - (1) The Chairperson urged the committee members to start thinking about various recommendations in terms of closing out the previous Program Review cycle.
 - (2) The Program Review Champion was to contact and work with the departments that were incomplete with their Program Reviews
 - (a) An update report was to be submitted by the Program Review Champion to the Program Review Assessment subcommittee.
 - (i) The Program Review Assessment subcommittee was to submit their report to the IEC by November 14, 2025, per their final review and consideration.

D. [KPIs](#)

V. Accreditation

A. Accreditation Standard 1.5: The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement.

- 1. **Review Criterion:** Data and evidence related to institutional strengths and areas for development are used to inform and document discussions of institutional priorities.

B. Follow-Up: reviving the Hall of Fame

- 1. Nominating committee
- 2. Logistics

VI. New Business

- A. [IEC 2024-2025 Assessment Report](#)
- B. [IEC 2025-2026 RSA](#)
- C. [METO Strategic Imperatives](#)

VII. Follow Up Items

- A. There were no follow up items discussed in the meeting.

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



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VIII. Adjournment

- A. The Institutional Effectiveness Committee's *first* meeting for September 2025, was adjourned at 12:10 p.m.

Submitted By:

DocuSigned by:

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.....D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

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.....89BEB3BDDC23455...

Dr. Elizabeth Switaj
Vice President of Academic and Student Affairs
Chairperson, Institutional Effectiveness Committee

Approval Date:

September 24, 2025