



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 24, 2025

BoR Conference Room

MINUTES

Members:

Dr. Rosalie Bojos

Suemina Bohanny-Note

Lucinda Peter

Tembo Langbata

Designated Chairperson

Director of Institutional Research and Assessment (IRA)

for Vice President of Business and Administrative Affairs

for Acting Dean of WAVES

Staff Senate Representative II

Attendees via ZOOM

Jemimah Razalan

Kayo Y. Kotton

Gade Maitokana

Dean of Academic Affairs

Director of Human Resources

Faculty Senate Representative

Duty Travel

Dr. Elizabeth Switaj

Chairperson/Vice President of Academic & Student
Affairs (VPASA)/Accreditation Liaison Officer

Not Present

Dr. Adedayo Ogunmokun

Meyar Laukon

Desmond Doulatram

Leston Katjang

Hatty Kabua

Vice President for Land Grant

Dean of Student Success

Faculty Senate/Chairperson, Curriculum Committee

Student Government Association Representative

Grant Coordinator

Membership Vacancy

Staff Senate Representative I

The Institutional Effectiveness Committee's *second* meeting for September 2025, was called to order by the Chairperson at approximately 11:22 a.m.

Before convening with the meeting, the proxy for the Vice President of Business and Administrative Affairs recited the mission statement for the members of the committee.

I. Review of the Previous Meeting Minutes

A. [September 10, 2025 \(Draft\)](#)

1. After being carefully reviewed, the Human Resources Director made a motion to approve the meeting minutes of [September 10, 2025 \(Draft\)](#).



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The motion was seconded by the Faculty Senate Representative and it was passed unanimously, by majority, with one abstention.

a) DECISION

(1) Having no corrections, the minutes for the meeting held on [September 10, 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 [September 10, 2025 \(Draft\)](#).

II. Matters Arising from the Previous Meeting

A. [METO Strategic Imperatives](#)

1. After being briefly discussed, the committee decided that the [METO Strategic Imperatives](#) was to be shared, once more, to the respective senates.

III. Participatory Governance Updates

A. Report from IEC Chair

1. With the absence of the Vice President of Academic and Student Affairs, there was no update from the Board of Regents.

B. Secretariat Officer Report

1. The Secretariat Officer shared that the following were in the process of being reviewed by the Executive Council:
 - a) [IEC 2025-2026 RSA](#)
 - b) [IEC 2024-2025 Assessment Report](#)

C. Faculty Senate

1. There was no report from the Faculty Senate.

D. SGA

1. With the absence of the Student Government Association (SGA) Representative, there was no report from the 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)



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1. [Data Request Form](#)

a) As per the designated Chairperson, the [Data Request Form](#), had been approved by the committee in its previous meeting on September 10, 2025.

(1) The [Data Request Form](#) was to be available on the College's website.

b) After being reviewed thoroughly, the Human Resources Director

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.

B. MAPS

1. [Updated Cycle Deadlines](#)

a) The [Updated Cycle Deadlines](#) had been approved on September 10, 2025.

C. Program Review

1. Closing the PR Cycle

a) Incomplete PRs

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

(a) A reminder regarding the deadline for all the program reviews to be completed was to be disseminated by the designated Chairperson/Director of the Institutional Research and Assessment Department.

(i) The deadline had been extended to November 14, 2025.

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](#)

b) Current phase: Administrators set assessment requirements

(1) Once the program reviews were closed out, the implementation of [ADAPTS](#) was to occur immediately.

D. KPIs

1. The committee reviewed the following:



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a) KPI 1: 150% Degree Completion Rate

- b) KPI 6: Fall to Fall Retention Rate
- 2. The Institution Research and Assessment Director was to update the committee regarding the following KPI:
 - a) KPI 3A: Certificate Program Graduates
 - b) KPI 3B: Associate Degree Program Graduates
 - c) KPI 3C: Bachelors Degree Program Graduates
 - d) KPI 6: Fall to Fall Retention
 - e) KPI 7: Program Completion Early Momentum
 - f) KPI 8: English Gateway Course Success
 - g) KPI 9: Math Gateway Course Success

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.
 - a) What has the college done to meet the standard?
 - b) What was learned?
 - c) What was the outcome?
 - d) What's next?
 - (1) The committee discussed how the standard and its criterion were currently practiced at the college and the various ways towards improvement.
 - (a) Some of the discussions included:
 - (i) The availability of the institution's KPIs
 - (ii) CMI's Institutional Self Evaluation Report
 - (iii) The initiatives taken by the Academic Support Awareness

B. Follow-Up: Reviving the Hall of Fame

- 1. Nominating committee
- 2. Logistics

VI. **New Business**

- A. [Update Alumni Tracer Survey](#)



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1. The [Update Alumni Tracer Survey](#) was shared and explained by the designated Chairperson.

- a) The [Update Alumni Tracer Survey](#) was to be shared with the Public Information Officer.
2. The [Update Alumni Tracer Survey](#) was to be discussed further in the next committee meeting.
 - a) The following was to be referred to the sub-committee that was tasked to work on reviving the College's Hall of Fame.

VII. Follow Up Items

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

VIII. Adjournment

- A. The Institutional Effectiveness Committee's **second** meeting for September 2025, was adjourned at 12:07 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

Signed by:

94E0C4059F1940F...

Dr. Rosalie Bojos
Director, Institutional Research and Assessment Department
Designated Chairperson, Institutional Effectiveness Committee

November 12, 2025