



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., November 12, 2025

BoR Conference Room

MINUTES

Members:

Dr. Elizabeth Switaj

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

Dr. Rosalie Bojos

Director of Institutional Research and Assessment (IRA)

Stevenson Kotton

Vice President of Business and Administrative Affairs

Dr. Adedayo Ogunmokun

Vice President for Land Grant

Jemimah Razalan

for Dean of Academic Affairs

Alexandria J. Lajar

for Dean of Student Success

Anaseini Talei

for Grant Coordinator

Carlton Kiluwe

for Staff Senate Representative II

Attendees via ZOOM

Gade Maitokana

Faculty Senate Representative

Desmond Doulatram

Faculty Senate/Chairperson, Curriculum Committee

Not Present

Leston Katjang

Student Government Association Representative

Nering R. Henos

for Director of Human Resources

Membership Vacancy

Vacant

Dean of WAVES

The Institutional Effectiveness Committee's *first* meeting for November 2025, was called to order by the Chairperson at approximately 11:15 a.m.

Before convening with the meeting, 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 24, 2025 \(Draft\)](#)

1. After being carefully reviewed, the Faculty Senate Representative made a motion to approve the meeting minutes of [September 24, 2025 \(Draft\)](#). The motion was seconded by the Dean of Academic Affairs and it was passed unanimously, by the majority, with three (3) abstentions.



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a) DECISION

(1) Having no corrections, the minutes for the meeting held on [September 24, 2025 \(Draft\)](#), were approved, as presented.

B. Pending Meeting Minutes

1. October 8, 2025 (Draft)
2. October 12, 2025 (Draft)
 - a) With the previous absence of the Secretariat Officer, the meeting minutes were taken by the Director of the Institutional Research and Assessment.
 - (1) The following meeting minutes were to be shared for the committee's review and consideration in the upcoming meeting.

C. Matters Arising from the Meeting Minutes

1. Other than the [METO Strategic Imperatives](#) and the [Activity for Retreat](#), there were no matters that had risen from the meeting minutes.

II. Matters Arising from the Previous Meeting

A. [METO Strategic Imperatives](#)

1. [Activity for Retreat](#)
 - a) The Chairperson shared and explained the [METO Strategic Imperatives](#) and the [Activity for Retreat](#) to the members of the committee.
 - (1) Each of the four (4) questions were discussed thoroughly by the committee members in preparation for the upcoming College Retreat that had been scheduled for November 18, 2025.

III. Participatory Governance Updates

A. Report from IEC Chair

1. As per the Chairperson, the following were in the process of being reviewed by the Board of Regents:
 - a) [Integrated Planning Manual 2025](#)
 - b) [2025 Mission Review Recommendation](#)



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B. Secretariat Officer Report

1. The Secretariat Officer shared that the following were still 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)

1. As per the Director for the Institutional Research and Assessment, the subcommittee had a meeting on November 10, 2025.
 - a) The Director updated and shared regarding the completion of the subcommittee's training on Data Governance.

B. MAPS

1. [Updated Cycle Deadlines](#)
 - a) According to the Faculty Senate Representative, there were two (2) training sessions that had occurred with an average of thirteen participants that had attended.
 - (1) Reports were due on November 15, 2025.
 - (a) Instructors had requested an extension regarding the submission deadline in which they were to submit an email request directly to the Vice President of Academic and Student Affairs.
 - (i) The Vice President for Student and Academic Affairs reminded the Faculty Senate Representative and the members of the committee that any extension requests should be before the grade's submission deadline.



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- (a) The committee discussed the SLO assessment's submission deadline.

C. Program Review

1. Closing the PR Cycle

a) Incomplete PRs

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

- (a) The Director for Institutional Research and Assessments shared the following:

- (i) The Program Review Champion had met with the following departments:

(a) Nursing

- (i) Discussed Phase C and E

(b) Human Resources

- (i) Discussed Phase A, C, and E

(c) Adult Basic Education

- (i) Discussed Phase A, C, and E

(d) AHE

- (i) Discussed Phase A, C, and E

(e) Upward Bound

(f) Auxiliary Commercial Services

- (i) Discussed Phase F, A, and C

(g) Financial Affairs and Business Services

(h) Physical Plant

- (ii) The Director shared that a Program Review Writing session had been conducted by the Program Review Champion on November 7, 2025.

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

2. [ADAPTS](#)

a) Departments needing AUOs/SDOs/PLOs

- (1) CLPLO, Communication, and Translation

b) Current phase: ADministrators set assessment requirements

(1) [Requirements for VPASA areas](#)

- (a) VPASA shared the [Requirements for VPASA areas](#) with the members of the committee.



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- (i) Other administrators still needed to set the assessment requirements for their areas.
 - (a) It was requested by the members that the [Requirements for VPASA areas](#) be shared with the respective senates.

D. [KPIs](#)

- 1. As per the Director of Institutional Research and Assessment, an update on the KPIs were to be shared and posted to the College's website.

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
 - (iv) SLO Assessment
 - (v) College Assessment and Surveys
 - (vi) Outcome Assessment
 - (vii) ISLO Assessment
 - (viii) Institutional Priorities
 - (b) **IEC Recommendations**
 - (i) The committee discussed the importance of disseminating information regarding the College's data. Some of the recommendations included:



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- (a) Putting data on the campus' tv screens.
- (b) Having billboard sized posters regarding data on the students' success, their eligibility for financial aid, and the programs offered at the College should be visible in the front gate.
 - (i) The Director for Institutional Research and Assessment and the Dean of Academic Affairs were tasked to ensure the recommendation was carried out in coordination with the Auxiliary Commercial Services and the Physical Plant department.
 - (ii) The committee discussed the importance for the posters to be translated in Marshallese.
- (c) Possibility of a success matrix display at the Library.
- (d) The importance for committee members to be able to explain to constituents regarding updated data and where to find them.
- (e) Disseminating information/data regarding the College through Jilel.
- (f) Train instructors regarding the availability of CMI's data and using them in the classrooms.

B. Follow-Up: Reviving the Hall of Fame

- 1. Nominating committee
- 2. Logistics

VI. New Matters Arising

- A. There were no new matters arising discussed in the meeting.

VII. Follow Up Items

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



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VIII. Adjournment

- A. The Institutional Effectiveness Committee's *first* meeting for November 2025, was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer
Executive Council

Concurred By:

DocuSigned by:

89BEB3BDDC23455...

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

Approval Date:

November 26, 2025