



Regular Meeting Minutes - Approved June 27, 2018

Members Present

Cheryl Vila	Stevenson Kotton	Va Savu
Mary Van Auken	Rigieta Radinikuva Lord	Rosina Korean
Sali Andrike - Kalani's proxy	Kelly Luce Sebastian	

The meeting was called to order @ 11:10 AM

Agenda Items

1. Welcome
2. Notes
 - May 23, 2018 meeting was cancelled; Dr. Nix emailed KPI item for discussion and action for some IEC members.
 - June 12, 2018 meeting was cancelled
3. Review and Approval of May 2, 2018 minutes
4. Accreditation
 - BAEE Accreditation
 - Timeline
 - June 29, 2018 – Initial draft completed
 - July 2, 2018 – shared to identified stakeholders; for comments
 - July 6, 2018 – deadline for comments
 - July 16, 2018 – submitted to BOR
 - July 24 – 25 – BOR meeting
 - August 11 – Submitted to ACCJC
 - September 18- 21 – Actual visit
 - Urgent Items in next sections
5. Institutional KPIs
 - Accreditation Standard on KPIs and ISSs - *The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)*
6. Unresolved issues:
 - Mission statements – Business Studies and Education
 - PLOs - Education Programs
 - HR, Grant and Land Grant PRs
 - Website – missing information



Institutional Effectiveness Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Email: iec@cmi.edu

- Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1
- ABE
- Dual Enrollment
- Upward Bound

Minutes

1. WELCOME

2. NOTES

- May 23, 2018 meeting was cancelled; Dr. Nix emailed KPI item for discussion and action for some IEC members.
- June 12, 2018 meeting was cancelled

3. REVIEW OF MINUTES

- May 2, 2018 meeting minutes.
 - Va moved to approve the May 2, 2018 meeting minute as projected. Cheryl seconded the motion. The motion was unanimously approved.

4. ACCREDITATION

- BAEE Accreditation - Va will work with the BAEE instructors and will send the signed course outline to Cheryl.
 - Timeline
 - June 29, 2018 – Initial draft completed
 - July 2, 2018 – shared to identified stakeholders; for comments
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5. INSTITUTIONAL KPIS

- Accreditation Standard on KPIs and ISSs - *The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)*
 - When we don't achieve the set ISS we should establish procedures on how to respond.



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- Will it be better if we look at the set measures prior to the final outcome?
- The committee agreed to change the KPI's list.
 - HR and Finance KPIs - Stevenson will work with Lina and Agnes on the third table, deadline July 6, 2018.
 - Change the Placement Levels to Developmental Education measures (English and Math).
 - Time of completion by levels (Level 1, Level 2 and Level 3).
 -
- If we do not perform what do we do?
 - There should be a recommendation from the IEC committee to the EC chair and to the President - passing it on to EC.
 - IEC will track it within a year and at the end of the year, if the College did not perform for those indicators we're going to make specific recommendation on how to address the ISSs that are not met. Give it to EC, and EC will be the one in charge to chart the specific course of action and implement it.

6. UNRESOLVED ISSUES:

- Mission statements – Business Studies and Education
- PLOs - Education Programs
- HR, Grant and Land Grant PRs
- Website – missing information
 - Degree Programs – AA Business, CC MLA, CC MSS, CC Marine Science, BAEE, Maritime; remove 3+1
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Meeting adjourned @ 11:50 AM

Next Meeting July 11, 2018

Kelly Luce Sebastian
Scribe

IEC
Reviewed & Approved by

25 - 07 - 2018
Date approved