



Regular Meeting Minutes - Approved August 22, 2018

Members Present

| | | |
|----------------------|-------------------------|----------------------------------|
| Cheryl Vila | Elizabeth Switaj | Boni Sanchez - Stevenson's proxy |
| Rachel Salomon | Rigieta Radinikuva Lord | Stanley Lorennij |
| Rosina Korean | Verenaisi Bavadra | Kalani Nii |
| Kelly Luce Sebastian | | |

The meeting was called to order @ 11:09 AM

Agenda Items

1. **Review of minutes**
2. **IEC Assessment**
3. **IEC RSA**
4. **Academic Program Review**
 - **Submitted (Nursing, Education, LA, STeM - see attachment)**
 - **Has not submitted (Dev Ed, Business, Marshallese Studies, Carpentry (who is in charge of Carpentry anyway?))**
5. **Institutional KPI (depending on Stevenson)**
6. **Education Department Mission Statement - The mission of the College of the Marshall Islands Education Department is to prepare knowledgeable, resourceful teachers capable of creating classroom environments in which students engage in meaningful learning experiences that build a foundation for lifelong learning.**
7. **Program Review**
 - **FYI: Training will be on August 24th (Academic and Administrative PR Task Force members)**
 - **FYI: Academic Program Review members**
 - **Waisiki and Oyinade have accepted the invitation to be reviewers in addition to Va**
 - **Reminder to Unit Directors on their program review**
8. **CCSSE Executive Summary (first read - see attachment)**
9. **Great Colleges to Work For Reports (first read - there are 2 attachments - survey results by job category and results compared with peers)**
10. **PR Task Force**
11. **Integrated Planning Cycle Task Force**

Minutes



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

1. REVIEW OF MINUTES

- Rosina moved to approve July 25, 2018 meeting minute. Elizabeth seconded the motion. The motion was unanimously approved with 1 abstention.

2. IEC ASSESSMENT -

<https://docs.google.com/document/d/1QgkAFuSfuapXIOk-nQKl8mJVhimhO2-pMWWb26AgL1Q/edit#>

- This was shared out a month ago and no comment received.
- During our last meeting we said we need to insert a item on Institutional Surveys Conducted - CCSSE and Great Colleges to Work For.
- In the narrative, Cheryl included the midterm report to ACCJC has been accepted. The Special Accreditation Report for the BAEE program was completed and approved by the BOR.
- Cheryl included the change of IEC chair from EDDIE to VPASA presides as chair pro-tempore until the IEC chair has been chosen.
- Cheryl added this years 17-18 remedial actions.
 - Form a task force to revise the Integrated Planning Manual to reflect current practices and any necessary revisions (i.e. Meto and four implementation plans; PMS; Annual Reports; change in the timeline)
 - Review the CCSSE 2018 and Great Colleges to Work For survey results and recommend necessary actions.
- Elizabeth moved to accept the IEC Assessment Report 1718. Rachel seconded the motion. The motion was unanimously approved with 1 abstention.

3. IEC RSA

- The Accreditation Liaison Officer (ALO) or designee, will serve as the IEC's convening officer and chairperson.
- The IEC Chair shall appoint a recording secretary to maintain records of all IEC meetings, which are to be kept in the office of the ALO, distributed to all members of the IEC, and posted on CMI's Website.
- The IEC is composed of:
 - Vice President of Business and Administrative Affairs
 - Vice President Academic and Student Affairs
 - Accreditation Liaison Officer
 - Director of Institutional Research and Assessment
 - Grant Coordinator/Writer
 - Dean of Academic Affairs
 - Dean of Student Services
 - Dean of Land Grant
 - Dean of Adult and Continuing Education
 - Chairperson of the Curriculum Committee (CC)



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- One (1) Faculty Senate Representative
- One (1) Staff Senate Representative
- One (1) Student Representative
- One (1) Management Group Representative
- The IEC RSA is tabled for next meeting for voting.

4. ACADEMIC PROGRAM REVIEW

- Submitted
 - Nursing
 - Education
 - LA
 - STeM
- Has not submitted
 - Dev Ed
 - Business
 - Marshallese Studies
 - Carpentry
- The consequence for not submitting on time.
 - Motion 1: Rosina moved that we extend the deadline for the Academic Program Review until August 29, 2019 and that those department that do not submit by the deadline will not have any initiative consider for prioritization. The motion was unanimously approved with 3 abstention.
 - Motion 2: Rachel moved that those submitted on time will be prioritize against the initiative of those who did not submit on time for the prioritization process. The motion was approved by 5 members, 1 member disapprove and 3 abstention.

5. INSTITUTIONAL KPI

- Tabled for next meeting.

6. EDUCATION DEPARTMENT MISSION STATEMENT

- The mission of the Education Department is to prepare knowledgeable, resourceful teachers capable of creating classroom environments in which students engage in meaningful learning experiences that build a foundation for lifelong learning.
 - Elizabeth moved to accept the Education Department Mission Statement. Rosina seconded the motion. The motion was unanimously approved.

7. PROGRAM REVIEW

- FYI: Training will be on August 24th (Academic and Administrative PR Task Force members)
- FYI: Academic Program Review members



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- Waisiki and Oyinade have accepted the invitation to be reviewers in addition to Va
- Reminder to Unit Directors on their program review
- 8. **CCSSE EXECUTIVE SUMMARY (FIRST READ - SEE ATTACHMENT)**
 - Read the results and what do you think are the relevant implication of the results to which we need to address as a committee.
 - Schedule Cheryl to present the CCSSE results to the students.
- 9. **GREAT COLLEGES TO WORK FOR REPORTS**
 - Great Colleges to Work For Reports (first read - there are 2 attachments - survey results by job category and results compared with peers)
 - Read the report - the report is the summary of the 15 general dimension.
 - Make a action item if we want to purchase the itemize results of the survey and which budget we'll charge this too - \$2,000.
 - Boni suggest that we can get it under the IT Department - subscription.
- 10. **PR TASK FORCE**
 - Verenaisi, Rigieta and Rachel - Administrative
 - Oyinade, Waisiki and Va - Academic
 - For the next cycle the supervisor will not be in the task force and the training will be next Friday, August 31,2018.
- 11. **INTEGRATED PLANNING CYCLE TASK FORCE - 5 members**
 - VPASA, VPBAA, (1) Faculty, (1) staff and (1) management.

Meeting adjourned @ 12:05 PM

Kelly Luce Sebastian
Scribe

IEC
Reviewed & Approved by

2018 - 09 - 12
Date approved