



Regular Meeting Minutes - Approved July 25, 2018

Members Present

| | | |
|-------------------------------|-------------------------|----------------------|
| Cheryl Vila | Vincent Nix | Stevenson Kotton |
| Mary Van Auken | Rigieta Radinikuva Lord | Rosina Korean |
| Elizabeth Switaj - Va's proxy | Verenaisi Bavadra | Kelly Luce Sebastian |

The meeting was called to order @ 11:10 AM

Agenda Items

1. Review Meeting Minutes
2. IEC Assessment 2016-17
3. IEC Assessment 2017-18
4. IEC RSA
5. Institutional KPIs
6. Assessment Task Force

Minutes

1. REVIEW OF MINUTES

- Vincent moved to approve June 27, 2018 meeting minute. Mary seconded the motion. The motion was unanimously approved.

2. IEC ASSESSMENT 2016-2017

- Incomplete Activities or Unresolved Issues

| | |
|--|--|
| Assessment Task Force Decision | Resolved |
| Change IPC RSA to reflect planning duties assigned to EC | Resolved |
| Determine consequences of submitting unacceptable program review | Resolved |
| Assure all program Mission Statements, PLOs/AUOs are approved | - in process - (still have missing, Education Department and Business Studies. |
| Admissions Program Mission Statement and AUO's | Resolved |
| FABS AUO's | Resolved |
| Health Clinic AUO's | Resolved |
| Registrar AUO's | Resolved |
| Land Grant Mission Statement and AUO's | Resolved |



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

- Out of the list we only have 1 unresolved issue.
- Remedial Action
 - We were not able to do this - “Develop an implementation process to integrate quarterly progress reports into the cycle.”

3. IEC ASSESSMENT 2017-2018

- We had more meetings compared to last year, 13% increase.
- Average Attendance (of # of Voting members) - 8.7
- Cheryl will create a new tab for the Institutional Surveys Conducted - CCSSE.

4. IEC RSA

- The RSA still states that that IEC Chair is the EDDIE.
 - Suggestion - The VPASA - presides as chair pro-tempore until the IEC chair has been chosen.

5. INSTITUTIONAL KPIS

- Stevenson has provided the ISS for the business and HR related KIP's.
 - The way they set their ISS is different from the rest which is averaging data for the past 5 years (2011-2015).
 - The HR ISS were based on the actual reality that is happening for HR.
 - The ISS for fiance were based on the benchmarks that were on the strategic plan
 - For example the consistency fund and endowment fund - that is the minimum amount we need to put annually for us to get to where we need to be in 2023 or beyond.
 - Stevenson will provide the actual money contributed to the funds
 - Stevenson added the maintenance fund amount as a new KPI.
 - Mary moved that we add the maintenance fund amount to the financial KPIs. Stevenson seconded the motion. The motion was unanimously approved.
 - Instructional Support exposure per FTE
 - Vincent moved that we move away from the instructional support exposure per FTE because it's absolutely means nothing to us in term of performance. Stevenson seconded the motion. The motion was unanimously approved.
- We moved to change the developmental level related KPI, instead of quantifying the number of students who are placed in each level we said we have to measure the time of completion



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

- Cheryl provided two sets of data to clarify what we really want to measure.
 - 1. The count of students who finished from level 1 to 3, meaning they reach credit level English.
 - In Fall 2004 out of all the students who attended CMI for the first time at level 1, only 21% were able to complete - took them 6 semesters.
 - Cheryl tracked them if they were in credit level as of Spring 2018 -
 - 2. Time to completion - on average, how many semesters (including summer) did it take for the students to complete developmental level?
- The motion from last meeting we stated that the indicators in red we'll have to recommend some actions to EC.

6. ASSESSMENT TASK FORCE

- Verenaisi, Rigieta and Rachel - Administrative
- Oyinade, Waisiki and Va - Academic
 - Elizabeth recommended Oyinade, Vincent seconded. The motion was unanimously approved.
 - Vincent recommended Waisiki, Verenaisi seconded. The motion was unanimously approved.

Meeting adjourned @ 11:53 AM

Kelly Luce Sebastian
Scribe

IEC
Reviewed & Approved by

22 - August - 2018
Date approved