



Regular Meeting Minutes - October 10, 2018 Approved by Electronic Vote (12-17-2018)

Members Present

Elizabeth Switaj

Rosina Korean

Kelly Luce Sebastian

Cheryl Vila

Rigieta Radinikuva Lord

Verenaisi Bavadra

Leander Jennet

The meeting was called to order @ 11:15 AM

Agenda Items

1. **Review of Previous Minutes (9/26/2018)**
2. **Recording Secretary**
3. **Update on RSA from EC**
4. **Update on Completed Academic Program Reviews**
5. **Institutional KPIs (VP Kotton)**
6. **Discussion of Actions to Result from CCSSE**
7. **Action on Great Colleges to Work For**
8. **Integrated Planning Task Force Membership**
9. **Assessment Working Group Update**
10. **Assessment Champion Terms of Reference**

Minutes

1. **REVIEW OF MINUTES**
 - September 26, 2018 Minutes Approved
2. **APPOINTMENT OF RECORDING SECRETARY -**
 - Kelly will continue it for this meeting.
3. **UPDATE ON IEC ASSESSMENT FROM EC**
 - EC was not able to approve it yet.
4. **UPDATE ON COMPLETED ACADEMIC PROGRAM REVIEWS**
 - Not Submitted:
 - Business Studies
 - The recommended course of Action:
 - The supervisor need to sit with the chair of that department.

Institutional Effectiveness Committee

College of the Marshall Islands

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

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- If the department doesn't turn this in on the deadline no extensions and a written warning will be given.

➤ Cheryl requested if we can get a update in our next meeting, October 24, 2018.

5. COMPLETED NON-ACADEMIC PROGRAM REVIEWS

➤ PR Submitted (9):

- Counselling
- Ebeye
- Health Center
- IR
- IT
- Jaluit
- ACE
- SLP
- ASP

➤ Not submitted:

- HR
- FABS
- Nuclear Institute
- Registrar
- Admission
- FA
- Residence Hall
- Library
- Physical Plant
- Security
- Arrak
- Land Grant

➤ Verenaisi moved that we not consider the initiatives of any program review submitted after October 24, 2018 for prioritization. Cheryl seconded the motion. The motion was unanimously approved.

6. INSTITUTIONAL KPIS (VP KOTTON)

➤ Tabled for next meeting.

7. DISCUSSION OF ACTIONS TO RESULT FROM CCSSE

- We now have the complete results.
- Cheryl requested for a time to speak to students on their next general assembly.

8. ACTION ON GREAT COLLEGES TO WORK FOR

➤ Cheryl hasn't heard from Boni if they have purchased it yet.

9. INTEGRATED PLANNING TASKFORCE



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- VPASA - Elizabeth, VPBAA - Stevenson, Faculty, Staff and Management - Adriana Perez.
 - Email IEC if Faculty and staff have chosen someone.

10. ASSESSMENT WORKING GROUP UPDATE

- Academic: Elizabeth, Cassandra, and Raijieli.
 - SLOs/PLOs
- Non-Academic: Monica, John, and Sali.
 - AUOs
- What we want the group to accomplish
 - Alignment of the outcomes (horizontal or vertical).
 - Alignment to the essential function.
 - Academic SLOs/PLOs to classroom strategy and instruction.
 - Review the ISLOs.
 - Create a timeline on doing outcome assessment and prioritize which outcomes are important base on the relationship with the other outcomes and/or the ISLOs.
 - Identify specific assessments or strategy for important outcomes.
 - Reduce number of AUOS to assess.
- Cheryl will email them that they are officially recognized by the IEC.

11. ASSESSMENT CHAMPION TERMS OF REFERENCE

- Cheryl moved to approve the terms of reference for the Student learning Outcomes Assessment Champion. Verenaisi seconded the motion. The motion was unanimously approved.

12. COLLEGE MISSION AND GOALS, AND EMPLOYEE ATTRIBUTES IN HR HANDBOOK

- Cheryl asked if the IEC chair can clarify with HR when and by which institutional body, IEC or BOR approved.

Meeting adjourned @ 11:54 AM

Kelly Luce Sebastian
Scribe

IEC
Reviewed & Approved by

2018 - Month- Day
Date approved