



## **Regular Meeting Minutes – Approved (04-10-2019)**

**April 10, 2019**

### **Members Present**

Dr. Elizabeth Switaj  
Stevenson Kotton  
Cheryl Vila  
Va Savu  
Agnes Kotoisuva  
Lola Schutz  
Boni Sanchez  
William Reiher - Guest

### **The meeting was called to order @ 11:10 AM**

### **Agenda Items**

1. Review meeting minutes from January 9, 2019
2. Review meeting minutes from February 13, 2019
3. Review meeting minutes from March 27, 2019
4. Accreditation
  - a. Standard I.B.5: The institution assesses accomplishment of its mission through program review and evaluation of goals and objectives, student learning outcomes, and student achievement. Quantitative and qualitative data are disaggregated for analysis by program and type and mode of delivery.
  - b. Follow up on I.B.3: report back from constituency groups on 3 questions from previous meeting
5. DRAFT Data Release Policy:
  - a. Development of supporting procedures
6. PR Update
  - a. Prioritize matrix
7. Power BI Presentation
8. Integrated Planning Review



- a. DRAFT master planning framework
- b. Other documents and updates
- c. Mission review process

### Minutes

- Standard I.B.3 KPI discussion with agreed action:
  - Each Chair/ President of all standing committee to go back to their governance and discuss their level of familiarity regarding KPI
    - What questions they have about the KPI, what they understand, what don't they understand.
    - Suggestion of stretch goals, ideas on how to evaluate and measure KPIs as an institution
  - V P Stevenson Kotton vote that IEC agree to the March 27, 2019 meeting minutes, 2<sup>nd</sup> by Anieta, majority in favor, 0 nay, 4 abstentions
- Minutes from January 9<sup>th</sup> and February 13<sup>th</sup> 2019 have not been provided for review
- Accreditation
  - Standard I.B.5:
    - Findings from data are being used to look at policies, decision making
    - Assessment Data are being used to measure SLOs assessments (how many are achieved and how many are not achieved)
    - CMI processes should be putting student learning and student achievement first and ensuring that the standard is in line with CMI Mission.
  - Evidence to use:
    - Have assessment data
    - Use assessment data
      - Proof (program review, SLO meta-assessment reports)
  - Example of the second part of Standard I.B.5
    - Based on data being used, programs can be restructured
    - Program reviews, evidence are used to identify gaps
      - Identified Gaps and data collected are being used in the processes that needs to be put in place to support, e.g. student passing but are not getting good grades due to plagiarism, how can library use the information that had been collection to be able to revise policy, to be able to bridge the gap, to be able to increase the completion rate.
        - Approval committee set up

# Institutional Effectiveness Committee

## College of the Marshall Islands

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- Redesign policy to enable the library to help the instructors
- When redesigning, library has to make sure the processes and procedures they have to go through will be effective and will support student learning
- Once a policy is approved, implementation needs to be put in place, once implemented it will help instructors and students.
- How do we make sure processes are being used efficiently and effectively? At instructional level how can our institutional processes do better to support and ensure changes and implementations?
  - Most policies CMI has at the moment are reactive (college responds to needs as they arise), the college needs to start looking ahead 10 years or even 5 years to find out what will work to support student achievement.
  - Another good direct evidence is Development Level eliminating Level 1 in math by using the data collected.
  - Other examples and importance:
    - Department chairs needs to discuss assessment data
    - Instructor needs to submit Gap analysis, recommendations, changes, recommended changes. Recommended changes are changes in the SLO, changes in the course description, those recommendation will need to go through CC. Whenever any recommendation are proposed to go through processes that are in line with the assessment data being collected to be able to look at areas that need improvement.
- Program review
  - Formal recommendation from Sub committees
    - Submitted by academic committee; proposal has not been submitted by nonacademic committee but has been read, prioritization was supposed to be done 2 months ago (3 months behind)



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- Cheryl Vila moved to go forward with prioritization of initiatives from those PRs that have been found acceptable.
  - Motion second, majority favored, none opposed, 1 abstention.
- Who is responsible for keeping and releasing of data
  - Each department is responsible when releasing data. Anything that has individual demographic information will need the consent of the individual prior to being release.
  - IR collect, analyze, but is not responsible for dissemination .

### Action Items:

1. IEC to include a mechanism of assessing and addressing what is not working when reviewing KPIs
2. To all heads of constituency bodies: find out what do people understand and not understand about the institutional KPIs, what questions they have about the institutional KPIs, do they have any suggestions about stretch goals, and do they have any ideas of what kind of mechanism we should be putting in place to evaluate and measure KPIs

**Meeting adjourned @ 12:16 PM**