



Minutes of the IEC Meeting held on March 27, 2019 BOR Conference Room, 11.15am

Members Present

Stevenson Kotton
Boni Sanchez
Va Savu

Elizabeth Switaj
Rigieta Radinikuva Lord

Lola Schutz
Jennifer Seru

The meeting was chaired by Dr Elizabeth and called to order @ 11:15 AM

Agenda Items

1. Recording Secretary
2. Minutes of January 9, 2019 meeting
3. Minutes of February 13, 2019 meeting
4. Minutes of March 13, 2019 meeting
5. Accreditation
 - a. Standard I.B.3: 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.
2. PR Update: Formal Recommendations from Non-Academic Subcommittee Needed
3. Integrated Planning Review
 - a. [Proposed redesigned SLO Assessment Cycle](#)
 - b. [Proposed redesigned Program Review Cycle](#)
 - c. [DRAFT master planning framework diagram](#)
 - d. Other documents and updates
2. [DRAFT Data Release Policy](#)

Minutes

1.0 Recording secretary – Rigieta Lord

2.0 Review of Minutes of Meetings

Minutes of 9th Jan meeting due from Va to be submitted in next meeting

3. 0 Minutes of 13th Feb meeting due from Jennifer to be submitted in next meeting



4.0 Minutes of 13th March was provided by Verenaisi. Va moved to approve the minutes and seconded by Stevenson

- Academic Report – Va will send Dr Elizabeth the matrix. Va made a motion to include the change projected and update 4.1. Seconded by Stevenson.

5.0 Accreditation

2.1 Standard I.B.3: 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.

- Highlights that as an institution, we are not to give these standards to another body/organisation
- Summative, outcome completion
- Have the right to make own definitions, must be standard and completed
- What we want to envision?
- Processes – Annual evaluation
- Include a decision on how sub-standards performance will lead to improvements
- Visiting team – will look at the processes that we use and how available, actual and achievable they are
- GAPS – No Stretch goals : cannot be formed
- What are stretch goals? Goals that you have to stretch to meet. For example, what does it mean to have an A, rather than to have a C
- ACCJC will not penalise us now for not having Stretch goals, but they will at some point in time
- OUTCOME – Need to set our stretch goals, review the outcomes of the indicators and ask the question of how can we do better
- CYCLE – Start – Review – Identify Gaps & Monitor and Evaluation
- If Completion rate is decreasing, ask WHY? How is the Completion rate measured
- Receivables – Breakdown of this to be provided.
- Question that is often asked: WHY ARE THINGS DONE IN ISOLATION?
- Va raised a point on keeping with data definition in the Fact Book
- Agreed action: Go back to this standard and discuss KPIs with Department Members and governance groups. Get comments on what do they understand. Make some suggestions for Stretch Goals. How do we evaluate and measure this as an institution.

6.0 PR Update – Formal recommendations from sub-committees needed

- Non-Academic Task Force Team – Still need to have this completed. To be done before the next meeting as Prioritization needs to be done soon.

7.0 Integrated Planning Review



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

- a) Proposed redesigned SLO Assessment Cycle –Va made a motion to accept the Proposed redesigned SLO Assessment Cycle, Stevenson seconded. Jennifer – abstained. This will be taken to EC for approval
- b) Proposed redesigned Program Review Cycle
 - Stevenson to submit the data. Department KPIs to be linked to the Institutional KPIs. Programs to be evaluated and IR to have the data. Va raised a question, for those who do not have budgets, how do they report. For those who do have budgets, how do they report.
 - Va made a motion to accept pending breakdown of FABS departments for sake of program review, seconded by Boni

8.0 DRAFT Data Release Policy – Who is responsible for the data and who owns the department data?

Meeting adjourned at 12.18pm

Rigieta Lord
Minute taker

IEC
Reviewed & Approved by

April 10, 2019
Date approved