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

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Institutional Effective Committee Meeting Minutes
June 26, 2019, BOR Conference Room 11.20am

Members Present

Dr. Elizabeth Switaj	Cheryl Vila
Stevenson Kotton	Rigieta Lord
Boni Sanchez	Leander Jennet
Lola Schutz	Agnes Kotoisuva

Agenda Items:

1. Previous meeting minutes:
   a. January 9, 2019
   b. April 24, 2019
   c. June 12, 2019
2. Data Governance Committee
3. Report on Strategic Planning
4. Accreditation
   a. Follow up on I.B.3: Draft proposal on KPIs
      i. Feedback on program minimum enrollments
      ii. General feedback
      iii. Continue review of document
   b. Standard I.B.6: The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.
5. Discussion of Assessment Coach Report

The meeting was called to order @ 11:20AM

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Minutes

Recording secretary – Rigieta Lord

1.0 Review of Minutes of Meetings

No minutes yet for January 9th, 2019

June 12th Minutes- Cheryl made a motion to approve, seconded by Agnes. Boni abstained

2.0 Data Governance Committee

a)   Cheryl shared her views on the importance of this committee. Other colleges have this Committee in place.

b)   Policies and procedures to be created to address, who to collect data, how to collect, which group of students - Full time or Part Time

c)   Issues - As discussed by Cheryl, communication is an issue, what should be communicated, either internally or externally. Who has access to the data sources? How the data is classified? How the data will be used?

d)   Access - What is the level of access for this data?

e)   Structure - create a sub-committee at IEC or a College committee - the consensus was that it should be a sub-committee

f)   Meeting dates - Meet once a month at first to establish procedures and policies but may meet less often later, have 2 or 3 people work on the RSA of the sub-committee

g)   RSA Volunteers - Cheryl, Monica and Jomi, Sali

h)   RSA Draft - To be forwarded a month from this meeting

All members present at the meeting recognised the need for this Committee

3.0 Report of Strategic Planning

a)   Strategic plan KPIs - There are 2 for each METO goal

b)   Learning and Teaching Rebellip - Dean Savu is trying to finish this, she needs to look at the model created by William and identify how it can branch off into the various sections

c)   L&T is using the Guided Pathways

d)   Four Phases - Planning, Implementation, Evaluation, Outcome

4.0 Accreditation

a)   Follow up on I.B.3: Draft proposal on KPIs

Due on July 15th, 2019

i. Feedback on program minimum enrollments

No feedback on program minimum enrollments was received from faculty.

How to track enrolments for CTE, a way forward to be identified on ways to collect data for CTE

Data reporting - all data to be collected by each department

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ii. General feedback

BAEE - a huge number want to enrol into the program, Bachelors is not counted into the Completion rate.

Development Education - Students get to declare their program

iii. Continued review of document

The committee decided not to include p/t enrolled students as a KPI because it has contradictory implications for institutional effectiveness: a higher number might reflect serving the needs of working adults, but it can also have a negative impact on the college's financial health and on completion rates.

Discussion of the AP/IE pass rate for ENG 111 was tabled until relevant data could be reviewed.

The committee removed English Level 1 lines from programmatic KPIs disaggregated by initial placement level as English Level 1 will no longer be taught as of Fall 2019.

Human Resources and Finance KPIs need to be reviewed by committee members with expertise in these areas.

B. Standard 1.B.6 - To be tabled for the next meeting

5.0 Discussion of Assessment Coach Report - Tabled for the next meeting. The Chair requested that members review the document

Other matters
-   **Prioritization Matrix was forwarded to the Budget Committee**

Meeting adjourned at 12.09pm