



## **Institutional Effectiveness Committee Meeting Minutes July 10, 2019, BOR Conference Room 11.15am**

### **Members Present**

Dr. Elizabeth Switaj	Leander Jennet
Stevenson Kotton	Agnes Kotoisuva
Vasemaca Savu	Rigietia Radinikuva Lord
Rachel Salomon	Lola Schutz

### **Agenda Items:**

1. Previous meeting minutes:
  - a. January 9, 2019
  - b. April 24, 2019
  - c. [June 26, 2019](#)
2. Accreditation
  - a. Using description to tag DMS and shared documents with accreditation standards
  - b. Follow up on I.B.3: [Draft proposal on KPIs](#)
    - i. Feedback on program minimum enrollments
    - ii. General feedback
    - iii. Percentage of students who pass ENG 111 following traditional developmental courses
    - iv. Continue review of document
  - c. 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.
3. Discussion of [Assessment Coach Report](#)
4. [Guidance for Preparing and Assessing Role, Scope, and Authority Documents](#)



## **The meeting was called to order @ 11:15 AM**

### **Minutes**

#### **1.0 Recording secretary – Rigieta Lord**

#### **2.0 Review of Minutes of Meetings**

No minutes yet for January 9th, and April 24th 2019

June 26th Minutes- Lola made a motion to approve, seconded by Agnes.

#### **3.0 Accreditation**

- a) Using description to tag DMS and shared documents with accreditation standards
  - In policies or shared documents, Include the accreditation standard details so that people know which standards they are linked to and to make it easier to search for related documents
  
- b) Follow up on I.B.3: [Draft proposal on KPIs](#)
  - i. Feedback on minimum enrollments for program viability
    - No feedback yet from Faculty. Faculty reps not attending the meeting. There should be a substitute for the Summer.
    - Staff Senate - no feedback, Lola suggested for VPASA to attend the meeting, however she can only attend if an invitation is forwarded to her
    - Management group representative and substitute are both off island.
  - ii. Percentage of students who pass ENG 111 following traditional developmental courses
    - ENG111 - percentage of students that enroll at a given level - regular students
    - 2017-2018 levels that took the course at some point
    - Percentage of students who passed ENG111
    - The data displayed reflects the Faculty, Dean Va suggested that we re-look at the data as it be lacking some information
    - Linking this to time of completion - support system for Faculty should be provided
  - iii. General Feedback - KPIs relate to the goals that we want to achieve
    - Look at the classes that have multiple sections, if we want to measure for Faculty.
    - FT Faculty vs PT Faculty - Do we have enough people? What are their skills? Will the KPIs factor these? What do we need to focus on?
    - Hr Director will pull out some information that they have.
    - VPBAA - provide the Financial KPIs



# 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](mailto:iec@cmi.edu)

- All members of IEC to read through the Monitoring and Evaluation section before the next meeting

C. Standard I.B.6: The institution disaggregates and analyzes learning outcomes and 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. - **Discussion in next meeting**

3.0 Discussion of [Assessment Coach Report](#) - tabled for next meeting

4.0 [Guidance for Preparing and Assessing Role, Scope, and Authority Documents](#) - tabled for next meeting

Meeting adjourned at 12.12pm

---

Minute taker

---

Reviewed & Approved by

---

Date approved