



**Institutional Effectiveness Committee  
Meeting Minutes  
November 27, 2019**

**November 27, 2019 (Wednesday), 11:10 am, BOR Conference Room**

**Members Present**

Dr. Elizabeth Switaj

Rosina Korean

Waisiki Baleikorocau

Cheryl Vila

Vasemaca Savu

Agnes Kotoisuva

Lola Schutz

Rigieta Lord

Hatty Kabua

**Agenda:**

1. Previous meeting minutes:
  - a. October 9, 2019
  - b. [November 13, 2019](#)
2. Accreditation
  - a. Follow up on I.B.3:
    - i. [Draft proposal on KPIs](#)
      1. Finance KPIs - ISS and Stretch Goals Needed
  - b. Standard I.B.8: The institution broadly communicates the results of all its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.
  - c. Report on ISER process
3. [CCSSE custom survey questions](#)
4. Assessment Coach position
5. Data Governance Subcommittee
6. Progress on data collection plans for PR Groups I & II
7. [Plan of work for the committee this year](#)
8. Data point
9. 620.03

**The meeting was called to order at 11:15am**

**Meeting Minutes:**



# Institutional Effectiveness Committee

## College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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1. Previous meeting minutes:
  - a. October 9, 2019
  - b. [November 13, 2019](#) -Moved to approve. Seconded. Minutes adopted.
2. Accreditation
  - a. Follow up on I.B.3:
    - i. [Draft proposal on KPIs](#)
      1. Finance KPIs - ISS and Stretch Goals Needed
        - Ms. Kotoisuva to follow up with Business Office and VPBAA
        - Request to push Business Office for Finance KPIs as proposal needs to be ready for the next Board meeting
    - b. Standard I.B.8: The institution broadly communicates the results of all its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.
      - Recommendation that each department has own link on CMI's website (under Institutional Research Report) to include reports
    - c. Report on ISER process
      - Continue to work to gather evidence
      - Challenges include committee members not meeting
      - Another challenge is record keeping and readily available publicly
  - b. Standard I.B.8: The institution broadly communicates the results of all its assessment and evaluation activities so that the institution has a shared understanding of its strengths and weaknesses and sets appropriate priorities.
    - Recommendation that each department has own link on CMI's website (under Institutional Research Report) to include reports
  - c. Report on ISER process
    - Continue to work to gather evidence
    - Challenges include committee members not meeting
    - Another challenge is record keeping and readily available publicly
3. [CCSSE custom survey questions](#)
  - Option to include an additional 15 custom questions
  - Recommendation to give students an overview of the need for the survey and an overview of survey questions
  - Draft survey to be circulated by Ms. Vila for committee members to comment
4. Assessment Coach position
  - Position is for one year; committee members recommend to extend position another year
  - Motion by Dean Savu to extend Assessment Coach position another year

Motion to table last five agenda items for the next meeting

5. Data Governance Subcommittee
6. Progress on data collection plans for PR Groups I & II
7. [Plan of work for the committee this year](#)
8. Data point
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**Meeting adjourned at 12:11 pm.**