



**Institutional Effectiveness Committee  
Meeting Minutes  
February 12, 2020**

**February 12, 2020 (Wednesday), 11:10 am, BOR Conference Room**

**Members Present**

Dr. Elizabeth Switaj  
Rosina Korean

Cheryl Vila  
Rigieta Radinikuva Lord

Agnes Kotoisuva  
Vasemaca Savu  
Waisiki Baleikorocau

**Agenda:**

1. Previous meeting minutes:
  - a. October 9, 2019
  - b. [January 14, 2020](#)
2. Accreditation
  - . Follow up on I.B.3:
  - i. [Draft proposal on KPIs](#)
    1. Finance KPIs - ISS and Stretch Goals Needed
      - a. Standard I.C.1: The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors.
    - b. Report on ISER process
3. Data governance update



# Institutional Effectiveness Committee

## College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. box 1258  
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- . [TOR](#)
- a. [Calendar of work](#)
- 4. [Integrated Planning Manual Draft](#)
- 5. [Mission review](#)
- 6. [Spring 2020 enrollment data](#)
- 7. Process for governance committees to report on review of accreditation standards
- 8. ISLO assessment
- 9. [Plan of work for the committee this year](#)

The meeting was called to order @ 11:15 AM

### Agenda Items:

1. Previous meeting minutes:
  - a. January 14 – Dean AA made a motion to accept with minor revisions, Director IR seconded, 1 Abstain
2. Accreditation
  - a. Follow up on I.B.3:
    - i. [Draft proposal on KPIs](#)

Finance KPIs – still yet to be forwarded to IEC

- o IEC suggested for Finance KPIs to be sent as a separate document, this is not logical as the HR KPIs will be included in the submission



- VPBAA assigned some Business office staff to work on the KPIs however, there were some challenges therefore the IEC members have suggested to have the Budget Committee take a look at it.
  - Stretch goals to be added with justification
2. Standard I.C.1: The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors.
- I. What is the standard asking?
  - II. The institution is tasked to assure that the information provided is accurate and clear
  - III. What evidence? How do we assume that the information is correct? EMC has put together a sub-committee
  - IV. Dean AA and Director IR are tasked to look through the catalog and develop a recommended policy
- c. Report on ISER process
- In the drafting stages, some committees are ahead of the others whilst other groups are struggling
3. Data Governance Update
- a. TOR approved by Committee but IEC will have to approve, a shorter version of the RSA, includes specific issues, desired outcomes and persons involved
  - b. Main role – How to standardize the use of data as the College has a lot of data collected by the each department that is being done in silos
  - c. Calendar of Work - The Committee will start with the discussed activities and then move into other tasks



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- d. Data Structure and Responsibilities – Who will collect the data, who can access the data, what data can one view and use are included
  - e. Data Procedures – what types of data can one access and the processes of request for data.
  - f. Committee would like to assist in fostering a data environment so it may need reps from Library and Business office and other senate groups
  - g. Committee meetings – 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month
  - h. Members have been tasked to read some documents to familiarize themselves with their role and the processes
  - i. To do: Data Inventory and Data Definition
  - j. Data Summit – April 9<sup>th</sup> and REL will be assisting, open to CMI staff, students and Faculty. It is a hands on workshop on how to use data, prepare a report and other important topic
  - k. Director HR – made a suggestion to rename ‘Problem Stated’ to ‘Role’
  - l. Census data - whether it is financial year or school year
4. [Integrated Planning Manual Draft](#)
- a. Chair requested IEC members to read through and make comments
  - b. Discuss the Manual in the different senates/groups that we belong to
5. [Mission review](#)
- a. Review is done every 4 years, therefore it is due for review this year.
  - b. Feb 2020 – review and make recommendations to Board, Board to approve in May
  - c. Other activities are to also review the Vision, Philosophy and Values



d. In the past, IPC used to be responsible for this, Director IR will look at the minutes of meeting by this group

6. [Spring 2020 enrollment data](#)

a. Director IR prepared the document and shared to [cmi.com](http://cmi.com) and she welcomes constructive comments on the tables

b. Enrolment Data will be posted on the CMI website and may be used as an interactive tool

c. Academic Probation numbers may have been inflated as they are also including the Developmental Education numbers

Other items will be tabled for the next meeting.

**Meeting adjourned at 12.09 pm.**