



Institutional Effectiveness Committee
Regular Meeting Minutes
Board of Regents Conference Room
February 26, 2020

IEC Members Present

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| 1. IEC Chair Dr. Elizabeth Switaj | 4. Vasemaca Savu | 7. Agnes Kotoisuva |
| 2. Rosina Korean | 5. Hatty Kabua | |
| 3. Waisiki Baleikorocau | 6. Jimmie Akeang | |

Agenda

1. Previous meeting minutes:
 - a. February 12, 2020
2. Report back from EC
3. Accreditation
 - a. Follow up on I.B.3:
 - i. Draft proposal on KPIs
 - ii. Finance KPIs - ISS and Stretch Goals Needed
 - b. Standard I.C.2: The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the “Catalog Requirements” (see endnote).
4. Data Governance Update
5. Integrated Planning Manual Draft
6. Mission review
 - a. Process and timeline
 - b. Previous feedback form
 - c. Previous feedback solicitation
7. Process for governance committees to report on review of accreditation standards
8. ISLO assessment
9. Plan of work for the committee this year



Meeting

The meeting was called to order at 11:30 a.m. by the IEC Chairperson, Dr. Elizabeth Switaj.

Chairperson Switaj led a review of the meeting minutes for the February 12, 2020 meeting. Dean Savu made a motion to approve the minutes. The motion was seconded by Waisiki Baleikorocau. Motion was approved unanimously by the IEC members.

Chairperson reported that EC reported that it forwarded its recommendation to approve Policy 620.03 to the Board of Regents. She stated there were recommendations to make the names in series 300 more accurate and to assign which year the cycle begins in.

As is the practice, IEC reviewed a section of the ACCJC accreditation standards. Today's review involved the following standard:

Standard I.C.2: The institution provides a print or online catalog for students and prospective students with precise, accurate, and current information on all facts, requirements, policies, and procedures listed in the "Catalog Requirements" (see endnote).

From the comprehensive discussion that followed, IEC recommended that during the next scheduled catalog update, CMI should consider designing the catalog so that it more clearly shows how it aligns with the ACCJC-set standards and guidance especially its "Catalog Requirements." Chair Dr. Elizabeth highlighted how specific aspects of the college's operations (i.e. book fees) exempts the college from some ACCJC requirements that may apply to other colleges. Chair recommended that a footnote related to this matter be included in the catalog.

The review of the Integrated Planning Manual was moved to the next meeting. The Chair briefed the IEC on what the Integrated Planning Manual was designed to do and directed that each member reviews the Manual in depth before the next IEC meeting which will be on March 11, 2020.

The CMI Mission Statement's review process was discussed. The committee identified the documents that were used to solicit input during the last review. Director Agnes Kotoisuva recommended that there be focus groups to improve the feedback process for this review. Dean Savu and Director Agnes will come up with a process for the focus groups.

Institutional Effectiveness Committee

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Chair Switaj informed the committee that we need a formal process for making recommendations that resulted from the various parties' review of the accreditation standards. These parties include standing committees. I, Jimmie Akeang, recommended a point person to take care of all recommendations, concerns, and questions that arise from the periodic reviews of specific accreditation standards by each committee tasked with the review of one or more specific standard(s). The Chair will be the point person for this. The Chair stated that she'll create a google document for this.

The final item on the agenda was the ISLO and how best to assess whether students were achieving the Institutional SLO's and at what level. From the discussions, the committee identified ways to improve the current process for getting ISLO feedback from each graduating class. As the feedback is usually collected at a meeting of the graduating class, organizers oversee the actual feedback process (time when the surveys are being filled) instead of leaving forms for students to fill out and return. At the conclusion of the discussion, Chair Switaj recommended that the Faculty members be asked to provide feedback regarding the process to collect data and information regarding whether students were achieving each ISLO and at what level and rate.

No one had additional issues to raise.

Meeting adjourned at 12:10 p.m.