

# Institutional Effectiveness Committee

## College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges



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## Institutional Effectiveness Committee Meeting Minutes January 14, 2020

**November 13, 2019 (Wednesday), 11:10 am, BOR Conference Room**

### Members Present

Dr. Elizabeth Switaj  
Rosina Korean  
Waisiki Baleikorocau

Cheryl Vila  
Vasemaca Savu  
Tarry Henos

Hatty Kabua  
Jimmie Akeang

### Agenda:

1. Previous meeting minutes:
  - a. October 9, 2019
  - b. [November 27, 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.9: The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive
  - c. process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.
  - d. Report on ISER process
3. Data governance update
4. [620.03](#)
5. Progress on data collection plans for PR Groups I & II
6. [Plan of work for the committee this year](#)

The meeting was called to order @ 11:13 AM

### Agenda Items:

1. Previous meeting minutes:
  - a. October 9, 2019 - Tabled

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- b. [November 27, 2019](#) – Va moved to approve and second by Cheryl. Minutes adopted.
2. Accreditation
    - a. Follow up on I.B.3:
      - i. [Draft proposal on KPIs](#)
        1. Finance KPIs - ISS and Stretch Goals Needed
          - Stevenson to provide the Finance KPIs – tabled
    - b. Standard I.B.9: The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources.
      - Standard focuses on the entire institution. As evidence, this may include the Integrated Planning Manual, which should reflect changes to the 2016 version.
      - Though the institution has comprehensive processes, these seem to have broken down as seen in the Budget committee which had not met for a while. As improvement against the standard, there need to be regular budget committee meetings.
    - c. Report on ISER process
      - The committee continues to gather evidence this month (January). In February and March, the committee will work on the initial draft of the standards and share to the appropriate committees.
  3. Data governance update
    - The Data governance committee is a subcommittee of IEC – Cheryl (Chair), Hatty, Jomi (Admission Director), Rigieta (Director ABE), John (Database Administrator), Angie (HR), and Sali (Financial Aid). Mostly those that are heavy users of data.
    - Cheryl requested if the committee can have representative from faculty senate – need to ask Michael Corpuz.
    - The subcommittee is working on its terms of reference and they will use resources from McREL. The team will meet with the Director of McREL in January 24 who is going to assist them in policies, processes, and procedures. There will be a statistics workshop in February led by McREL.
    - The team will have monthly meetings (every last Friday)

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4. [620.03](#)
  - All policies must be reviewed every six years but no one knew where we were in the cycle.
  - Changes made to the policy regarding the specific year and series names were voted on, moved, and approved. The policy will be sent to EC for recommendation to the Board.
5. Progress on data collection plans for PR Groups I & II
  - Based on unfinished business from last semester, Group I needs to do their revisions. Group II is mostly finished except for the Nuclear Institute and Counseling.
6. [Plan of work for the committee this year](#)
  - Moved the KPIs

**Meeting adjourned at 12.05 pm.**