



**Institutional Effectiveness Committee**  
*Regular Meeting Minutes*  
Board of Regents Conference Room  
March 11, 2020

**IEC Members Present**

- |                                   |                     |                    |
|-----------------------------------|---------------------|--------------------|
| 1. IEC Chair Dr. Elizabeth Switaj | 4. Vasemaca Savu    | 7. Agnes Kotoisuva |
| 2. Rosina Korean                  | 5. Stevenson Kotton |                    |
| 3. Waisiki Baleikorocau           | 6. Lola Schutz      |                    |

**Agenda**

1. Previous meeting minutes:
  - a. October 9, 2019
  - b. February 26, 2020
2. Accreditation
  - a. Follow up on 1.B.3:
    - i. Finance KPIs –ISS and Stretch Goals Needed
  - b. Standard I. C. 3: The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public.
3. Data Governance Update
4. Integrated Planning Manual Draft
5. Mission review process document
6. Review form for reporting on standards assessments
7. ISLO assessment- feedback
8. Plan of work for the committee this year

**Meeting**

- 1.0. The previous minute was read and reviewed by the committee members.  
Ms. Rosina Korea moved to approve the minutes, and it was seconded by Agnes Kotoisuva
- 2.0 Accreditation:

# Institutional Effectiveness Committee

## College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges



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Draft proposal was discussed and the Budget committee needs to meet on Tuesday to address the finance KPIs.

a. Follow up on I.B.3.

Draft proposal on KPIs

b. I.C.3

What is really about?

What do we do to access?

How do we evaluate students' achievement?

Assessment results are presented to the Board, and Board meetings are public meetings.

Students learning and achievement

Graduation rate can be used for marketing.

Program review, which contains outcomes assessments, should be posted to each department's webpage.

3.0. Data Governance - Update:

a. Work on data dictionary (definition of data)

Each specific department will work on their own definition, then goes to IEC and to the EC for approval.

This will change how the college operates on data.

b. Get support from DOE in Hawaii, supporting institutions in using the Common Education Data Standards (CEDS)

4.0 Integrated planning Manual Draft

Discussion on this has being tabled for the next meeting. The chair urged all members to review the draft and share with their constituencies.

5.0 Mission review process document:

Updates:

The committee suggested to make the following changes to the Mission Review Process

a. To include Vision, Mission and Philosophy statements

b. Set criteria for evaluating the mission

c. Include Parents and Guardians in stakeholder Groups

d. Timeframe for review

- May-June Bor approves the stakeholder feedback process

- Aug-September Stakeholder feedback is gathered

The committee is looking into putting together an online survey to gather information.

6.0 Review form for reporting on Standards assessment by Governance committees

7. ISLO Assessment –Feedback

a. No feedback yet from faculty senate

b. Dr. Switaj encouraged faculty representatives to communicate with their groups and get their feedback

8.0 Plan of Work for the committee this year

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a. Calendar: March –April

**Meeting adjourned at 11:55 a.m.**