



**Institutional Effectiveness Committee
Meeting Minutes
25 March 2020**

11:10 am, BOR Conference Room

Members Present

Dr. Elizabeth Switaj

Rosina Korean

Waisiki Baleikorocau

Cheryl Vila

Vasemaca Savu

Agnes Kotoisuva

Lola Schutz

Hatty Kabua

Agenda

1. Previous meeting minutes:

- a. October 9, 2019
- b. [March 11, 2020](#)

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.C.4: The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.

3. Data Governance Update

4. [Integrated Planning Manual Draft](#)

5. [Mission review process](#)

6. ISLO assessment - feedback from faculty

7. EVP and Planning Subcommittee

8. Suggestion from Accreditation Steering Committee: EC to have written recommendations/resolutions with dates

9. [Plan of work for the committee this year](#)

Meeting called to order at 11:20am

Meeting Minutes:

1. Previous meeting minutes:

- a. October 9, 2019

- b. [March 11, 2020](#)- Minutes reviewed and moved to approve by Cheryl, seconded by Rosina.
2. Accreditation
- c. Follow up on I.B.3:
 - i. [Draft proposal on KPIs](#)
 - 1. Finance KPIs - ISS and Stretch Goals Needed
 - d. Standard I.C.4: The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.
 - Currently, CMI does not meet this standard. Purpose and content elements missing. Dean Va will work with each department chair to include these elements. Ensure revisions are included in next year's catalog.
3. Data Governance Update
- Regular scheduled meeting cancelled since Student Service was not ready with their data definition. Will discuss this next meeting.
4. [Integrated Planning Manual Draft](#)
- Constituent body representatives please share with groups. Send out to group members and request comments. Will table next meeting.
5. [Mission review process](#)
- Agnes sent out a document to all members to review and provide feedback. Once ready, Dr. Elizabeth will send it to EC.
6. ISLO assessment - feedback from faculty
- Feedback requested.
7. EVP and Planning Subcommittee
- Although EVP William is still not back on island, he is still in contact with the College. Dr. Elizabeth has further discussed his role with planning and his role within the College's structure
 - EVP will be part of this committee and chair the subcommittee
 - Dr. Elizabeth will send out a draft for electronic approval
8. Suggestion from Accreditation Steering Committee: EC to have written- formal recommendations/resolutions with dates
- Recommendation to also have EC keep a register of recommendation/resolution for easier tracking
 - Have formal records of when things have been approved
 - Agnes moved to approve, Rosina seconded, passed unanimously
9. [Plan of work for the committee this year](#)
- March activity moved to April
 - April activity moved to May

Other Matters

- Dr. Elizabeth would like to acknowledge all the work which needed to be done in the past few weeks but slowed down governance processes because of the current global pandemic, but it is very important to get back together and get back on track.

Meeting adjourned 11:50am