

Institutional Effectiveness Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges



P.O. box 1258
Majuro, Marshall Islands, MH 96960

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Institutional Effectiveness Committee *Regular Meeting Minutes* Board of Regents Conference Room April 8, 2020

April 8, 2020 (Wednesday), 11:10 am, BOR Conference Room

Members Present

Dr. Elizabeth Switaj
Rosina Korean

Cheryl Vila
Rigieta Radinikua Lord
Hatty Kabua

Agnes Kotoisuva
Vasemaca Savu
Lola Schutz
Stevenson Kotton

Agenda:

1. Previous meeting minutes:
 - a. October 9, 2019
 - b. [March 25, 2020](#)
2. Report back from EC
3. Accreditation
 - a. Follow up on I.B.3:
 - i. [Draft proposal on KPIs](#)
 1. Finance KPIs - ISS and Stretch Goals Needed
 - b. Follow up on Standard I.C.4: Do all academic program webpages include purpose, content, course requirements, and expected learning outcomes? Is this information included in next year's catalog?
 - c. Standard I.C.5: The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.
4. [Revised RSA](#)
5. [Mission review process](#)
6. Data Governance Update
7. Integrated Planning Manual
8. ISLO assessment - feedback from faculty
9. [Plan of work for the committee this year](#)

Meeting

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Agenda Items:

1. Previous meeting minutes:
 - a. October 9, 2019
 - b. March 25, 2020 – Rosina made a motion to accept, Seconded by Lola. Minutes approved
2. Report back from EC – A formal recommendation was made and accepted. EC will develop a template for written resolutions and recommendations.
3. Accreditation - [Draft proposal on KPIs](#)

Finance KPIs - ISS and Stretch Goals Needed – VPBAA has completed all the Finance KPIs and also discussed each KPI and justifications of the Stretch Goals that were included.

- Dean AA made a motion to approve the Finance KPIs, Rosina seconded
- a. Follow up on Standard I.C.4: Do all academic program webpages include purpose, content, course requirements, and expected learning outcomes? Is this information included in next year's catalog?
 - Chairs are working on their webpages, using the template that was prepared by Dean AA. They need to fill in all relevant information about their programs and courses.
 - Course Requirements – include the main courses that they require their students to take, link to outlines. The requirements of the Course may also be included. For example, to have a 'C' grade or better to continue into other courses. A note may be included on this in the Program Sheet
 - b. Standard I.C.5: The institution regularly reviews institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.- To be tabled for the next meeting
4. [Revised RSA](#) – electronic voting was done, but we did not get enough votes. A motion was made by HR Director to have a Sub-Committee in the RSA, Seconded by Dean AA. Motion carried
 5. [Mission review process](#) - In the box on "How does CMI do it?", can we include "How does CMI show its commitment to student learning and student achievement?" to align with Standard I.A.1?
 - IEC will look at revisions for Mission and Philosophy or do a full mission review that includes Mission, Vision, Philosophy and Values
 6. Data Governance Update – DG Committee had a meeting and needed some input in regards to the Definition of 'Sex' – Male/Female. Using the BC as the Primary Source, some BCs have M or F and Others. What definition will CMI go by? More discussions will be needed on this on what definition the College will use.

Other items will be tabled for the next meeting.

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Meeting adjourned at 12.18 pm.