



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 Meeting Minutes April 22, 2020

April 22, 2020 (Wednesday), 11:10 am, BOR Conference Room

Members Present

Dr. Elizabeth Switaj
Rosina Korean
Boni Sanchez

Cheryl Vila
Rigieta Radinikuva Lord
Hatty Kabua
William Reiher

Agnes Kotoisuva
Vasemaca Savu
Lola Schutz
Waisiki Baleikorocau

Agenda:

1. Previous meeting minutes:
 1. October 9, 2019
 2. April 8, 2020
2. Report back from EC
3. Accreditation
 - 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?
 - 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.
 - c. [Mission review process](#)
 - d. Data Governance Update
 - e. Planning Subcommittee Update
 - f. Integrated Planning Manual
 - g. ISLO assessment - feedback from faculty
 - h. [Plan of work for the committee this year](#)

The meeting was called to order @ 11:15 AM



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Agenda Items:

1. Previous meeting minutes:
 - a. October 9, 2019
 - b. April 8, 2020 – Va made a motion to accept, Seconded by Rosina. Minutes approved
2. Report back from EC – Document sent for KPI, there will be an additional meeting to discuss
3. Accreditation
 - a. Dean AA – Chairs are still in the process of updating their web-pages with inclusions of Purpose and Content. Some Chairs are having difficulties.

Purpose and Content should be standard throughout. STEM, LA have completed. SPED has issues finding the outcomes. Once the Dean receives all the updates from the Chairs then she can report on it
 - 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.

What is the Standard asking? Does the institution revise policies, procedures; the key word in this standard is 'review'. We have a schedule for reviewing policies in departments. How do we assure integrity? We cannot be all members of the committee but we have reps in each committee under the Shared governance

Representation of Mission, Programs and Services – Does the College have a Review Process and Criteria? The College has standards/policies on Conflict of Interest, how are we perceived outside in declaring that we do not come into conflict of interest.

Employee Attributes – spells out how we need to contribute.

Who is the Actor? Institution

EVP – Communications officer role in relation to I.C.5. The personnel will be able to review publications, policies as a start, filing and ensuring that we are in compliance. Develop a style guide on how we use the College logo etc.

Committee will have a process on how they will review the mission of the College.

Publication Committee and Website Committee – Use existing committees

Review Committee – have a regular committee to ensure that publications are reviewed, Review process can be a Sub-committee or a ad-hoc committee (IT,IR Director, EVP, Dean ACE, HR, EVP)



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4. [Mission review process](#)
Guides on planning process – Integrated Planning Manual
Timeline – Feb started the discussion. Next step is to formally approve at EC – then to the Board for approval as a process
Dean AA made a motion to accept, Lola seconded and motion carried
5. Data Governance Update
Still working on Data Definitions
6. Planning Subcommittee Update
Prioritization of the Strategic Activity, plan passed. Look at the activities and finalize.
Form the criteria and prioritize. Those with no funds, check the Workplan again.
Prioritize those that need additional funding.
Budget Committee – will be in charge of Prioritization.
7. Integrated Planning Manual – tabled for next meeting
8. ISLO assessment - feedback from faculty
No word from faculty yet
9. [Plan of work for the committee this year](#) - revised

Meeting adjourned at 12.01 pm.