



**Institutional Effectiveness Committee
Meeting Minutes
May 15, 2020**

May 15, 2020 (Friday), 11:10 am, BOR Conference Room

Members Present

Dr. Elizabeth Switaj
Lola Schutz

Cheryl Vila
Vasemaca Savu

Oyinade Ogunmokun
Waisiki Baleikorocau

Agenda:

1. Previous meeting minutes:
 - a. October 9, 2019
 - b. April 22, 2020
 2. Report back from EC
 3. Subcommittee updates:
 - a. Data Governance
 - b. Planning
 - c. Review
 4. 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.6: The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.
 5. Integrated Planning Manual
 6. ISLO assessment - feedback from faculty
 7. Updates on Program Review process (FACETS)
 - a. [Annual Updates fields](#)
 - b. Standards for assessing PRs
 - c. Updates on Amass & Consider data
 - i. Degree Programs
 - ii. Student and Learning Support
 8. [Library cataloging policy](#)
- [Plan of work for the committee this year](#)



Minutes:

1. Previous meeting minutes:
 - a. October 9, 2019 - Tabled
 - b. April 22, 2020 - Tabled
2. Report back from EC
 - The proposed institutional KPI's and institution set standards was approved by EC. These will go to the Board prior to their May 27th meeting.
3. Subcommittee updates:
 - a. Data Governance
 - The committee is working on the data definitions. All forms and document source must abide by the data definitions for every field at the college. In addition, in the case of introducing a new system the college must ensure that it fits into the existing one in order that it minimizes further issues.
 - b. Planning
 - A reminder will be sent out for all strategic activities to be completed within two weeks before being prioritized.
 - c. Review
4. 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?
 - Dean of Academic Affairs had received the updated catalogue from all departments with the exception of the Marshallese Studies department. This will be reviewed, comments, and sent back to department Chairs before submitted to John.
 - b. Standard I.C.6: The institution accurately informs current and prospective students regarding the total cost of education, including tuition, fees, and other required expenses, including textbooks, and other instructional materials.
 - This standard must be clearly articulated in the catalogue and website – the information can be stated under Financial information.
5. Integrated Planning Manual
 - No report yet
6. ISLO assessment - feedback from faculty
 - Still no response from faculty.
7. Updates on Program Review process (FACETS)
 - a. [Annual Updates fields](#)



Institutional Effectiveness Committee

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- o Va moved to approve the proposed Program review annual fields and second by Waisiki
 - b. Standards for assessing PRs
 - o A working group to look into the standards for assessing the program review will include Dr. Elizabeth, Dean Va, Dean Rigieta, Hatty Kabua, and Stevenson Kotton.
 - c. Updates on Amass & Consider data
 - i. Degree Programs – groups 1 and 2 are working on amass data
 - ii. Student and Learning Support
8. [Library cataloging policy](#) – not a standing committee. This policy to come through IEC.
- [Plan of work for the committee this year](#)