



**Institutional Effectiveness Committee
Meeting Minutes
June 24, 2020**

June 24, 2020 (Tuesday), 11:10 am, BOR Conference Room

Members Present

Dr. Elizabeth Switaj
Lola Schutz
Agnes Kotoisuva

Cheryl Vila
Vasemaca Savu
Rigieta Lord

Rosina Korean
Waisiki Baleikorocau
Stanley Lorenij

Agenda:

1. Previous meeting minutes:
 - a. October 9, 2019
 - b. [May 15, 2020](#)
 - c. [June 10, 2020](#)
2. Subcommittee updates:
 - a. Data Governance
 - b. Planning
 - c. Mission Review
 - d. Review
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. ISER drafts for feedback from committee:
 - i. [I.B](#)
 - ii. Follow up on [I.C](#)
 1. Budget RSA
 2. CC RSA
 3. DTF on Governance
 - c. Items needed for the ISER:
 - i. SLO Cycle 1 Assessment Results
 - ii. PLO and AUO Assessment Results - Groups 1 & 2
 - iii. Program Review Results - Groups 1 & 2



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College of the Marshall Islands

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- iv. ISLO Assessment Results - Graduates Exit and CCSSE surveys
- v. BAEE SLO and PLO Assessment Results
- vi. Student equity and engagement outcomes
- d. Discussion of outcome types
4. [SLO Assessment Rubrics](#)
5. [Assessment Coach Report](#)
6. ISLO assessment - feedback from faculty
7. Updates on Program Review process (FACETS)
 - a. Standards for assessing PRs
 - b. 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. [May 15, 2020](#) – Va moved, Rosina seconded, one abstention (Stanley); Minutes approved with revisions.
 - c. [June 10, 2020](#) – Agnes moved, Va seconded, two abstention (Stanley & Waisiki); Minutes approved.
2. Subcommittee updates:
 - a. Data Governance
 - o Work is in progress on data definition. The subcommittee is working on addressing some difficulties with other members.
 - b. Planning - Tabled
 - c. Mission Review – First survey goes out to the public (Journal Newspaper) on July 2nd.
 - d. Review - Tabled
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?
 - o Dean Va shared the table that was sent by Dr. Elizabeth to all Department Chairs and received feedback from the LA department. The table highlights information that needs updated for all programs. Va will send an email on a dedicated day for all departments to work on the webpage.
 - b. ISER drafts for feedback from committee:



- i. [I.B](#)
 - o Va, Meitaka, Jennifer, Camari, Gade, and Waisiki will meet on Friday (6/26) to review all documents from CC. Members are encouraged to read and comment on the documents.
- ii. Follow up on [I.C](#)
 - 1. Budget RSA
 - o The committee has not passed a new RSA.
 - 2. CC RSA
 - o Already addressed.
 - 3. DTF on Governance
 - o EC is considering a Terms of Reference for the Disappearing Task Force to do a thorough review of governance processes of the college. Also, it was suggested for the description to identify the dates of data reference and use the ACCJC standards for ToR.
- c. Items needed for the ISER:
 - i. SLO Cycle 1 Assessment Results
 - o Cycle 1 assessment results are available and should be included in the Program Review and analysis of programs.
 - ii. PLO and AUO Assessment Results - Groups 1 & 2
 - o Data gathered
 - iii. Program Review Results - Groups 1 & 2
 - o Data gathered and need to set dedicated dates for departments to work on the report.
 - iv. ISLO Assessment Results - Graduates Exit and CCSSE surveys
 - o Graduates Exit survey will be available in the next IEC meeting. CCSSE will be available in August.
 - v. BAEE SLO and PLO Assessment Results – Will follow the same cycle as above.
 - vi. Student equity and engagement outcomes
 - o Tabled. Drafts to be available in the next meeting.
- d. Discussion of outcome types
 - o PLO (Program Learning Outcome) deals directly with what the student is able to develop in the end. AUO (Administrative Unit Outcome) is an indirect way of supporting students achieving the PLOs. There is also SDO (Student Development Outcome) in the strategic plan. Cheryl and Va will work on documents to explain each type of outcome.

4. [SLO Assessment Rubrics](#)



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- Request to share the documents with faculty for their comments before its implementation in Fall semester 2020. Cheryl to share the documents during Faculty symposium.
- 5. [Assessment Coach Report](#)
 - Va moved to accept the report as tabled, Rosina seconded, one abstention (Stanley); Report adopted. Cheryl to update the Terms of Reference for the role. Agnes makes a motion that the committee strongly supports the role, Va seconded; the motion is carried.
- 6. ISLO assessment - feedback from faculty
 - No response from faculty.
- 7. Updates on Program Review process (FACETS) - as discussed above
 - a. Standards for assessing PRs
 - b. Updates on Amass & Consider data
 - i. Degree Programs
 - ii. Student and Learning Support
- 8. [Library cataloging policy](#)
 - Documents will be returned to the Library committee for review and amendments.

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

- To include the Assessment Coach role in next year's calendar.

Meeting adjourned 12:05pm