



**Institutional Effectiveness Committee
Meeting Minutes
July 22, 2020**

July 22, 2020 (Tuesday), 11:10 am, BOR Conference Room

Members Present

William Reiher	Stevenson Kotton	Dr. Elizabeth Switaj	
Rosina Korean	Lola Shutz	Agnes Kotoisuva	Stanley Lorennij

Agenda:

1. Previous meeting minutes:
 - a. October 9, 2019
 - b. July 8, 2020
2. Subcommittee and Working Group updates:
 - a. Data Governance
 - b. Planning
 - c. Mission Review
 - d. Review
 - e. PR Assessment
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. I.C.8: The institution establishes and publishes clear policies and procedures that promote honesty, responsibility and academic integrity. These policies apply to all constituencies and include specifics relative to each, including student behavior, academic honesty and the consequences for dishonesty.
4. ISLO assessment
 - a. feedback from faculty
 - b. [Graduate exit survey](#)
5. [SLO Cycle 1 Assessment Results](#)
6. [Student Engagement Mission and Outcomes](#)
7. Update on Program Review process and AUO/PLO assessment



8. Integrated Planning Manual
9. 2019-2020 Assessment and 2020-2021 RSA
10. [Plan of work for the committee this year](#)

Minutes:

1. Previous meeting minutes:
 - a. Oct 9, 2019 - Tabled
 - b. Jul 8, 2020 - Tabled
2. Subcommittee and Working Group Updates
 - a. Data governance

Cheryl reported that progress is moving forward: Institutional organization is completed. There are challenges with regards to participation from ABE & HR. Dr. Switaj will work with Rigieta and Director Agnes will work with her team. Other elements are moving forward as well. Recommendation to work with department chairpersons

- b. Mission Review

Already on last week's MIJ press release. Forms are currently being circulated. Announcement on the radio

3. Accreditation
 - a. Follow up on I.C.4: There are missing things or items. There are departments that are not done yet. There is still a lot of work to be done.
 - b. I.C.8

Need for clear policies accompanied by consequences. Where to go for the evidence?

4. ISLO assessment
 - a. Feedback from faculty: Still trying to get feedback from faculty on how to assess the ISLOs and SLOs. There is a need to establish a taskforce without having to await the feedback any longer.



1. Results of students' assessment on how the college is performing indicate a positive trend...
 2. Graduate exit survey: the chair encouraged the committee to review the data for any patterns or recommendations.
5. SLO Cycle 1 Assessment Results
- a. Key findings:
 - i. There is a need to do the entry
 - ii. 61% complete
 - iii. 33% no data entered
 - iv. 3 departments (Business, Vocational, Marshallese) have no data
 - v. Department chairs play a crucial role in making and getting this done quality wise and in a timely manner, therefore they have to be more proactive...
 - vi. SLOs are at 73% achieved
 - vii. There are difficulties in using the form
 - viii. There is a need to review the form
 - ix. Results must be discussed because they are too broad & general
6. Student Engagement Mission & Outcomes
- i. Equity and diversity should be incorporated
 - ii. Should this be a SDO instead?
 1. Update on Program Review process and AUO/PLO assessment
 - a. Raw data is still coming in
 - b. Validity of the data is of utmost importance, therefore discipline and diligence must be exercised and practiced in the process.
 - c. Inputting of the data must be continuous
 - d. There is a need to sit and discuss with groups 3 & 4 to jumpstart their plans...
 - e. Further discussions revealed that this is not a requirement but rather for continuous improvement...
 - f. While it's a bit late to change from a 3 years PR to an annual, an annual PR can be used for Administrative.



Institutional Effectiveness Committee

College of the Marshall Islands

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7. h) Integrated Planning Manual - tabled
8. i) 2019-2020 Assessment and 2020-2021 RSA - tabled
9. j) Plan of work for the committee this year - tabled

Meeting adjourned 12:05pm