

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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IEC Minutes November 11, 2020 11:10 am BOR Boardroom

Meeting was chaired by VP Elizabeth Switaj & called to order at 11.15 am.

In Attendance:

EVP William Reiher
Cheryl Vila
Florence Peter
Rigieta Lord

VP. Elizabeth Switaj
Rosina Korean
Agnes Kotoisuva
Va. Savu

Ruth Laikidrik
Hatty Kabua

Agenda and Meeting Minutes

1. Previous meeting minutes:
 - a. September 23, 2020
 - b. [October 14, 2020](#) – Director IR made a motion to approve the minutes with the necessary changes to be made. Director HR seconded the motion. All approved.
 - c. [October 28, 2020](#) – Director HR made a motion to approve the minutes, seconded by Nursing Chair

1. Report from EC
 - Integrated Planning Manual is still being looked at. EC will meet then it will be forwarded to the Board which will meet in December.

2. Subcommittee and Working Group updates:
 - a. Data Governance
 - Did not meet last Friday.
 - Data Summit – the tentative date is December 11th
 - Some departments have not completed the 1st part of what needed to be done.
 - Dean AA raised that having the session in the morning, may be difficult to get Faculty to attend due to the final exams therefore proposed date has changed to December 14th
 - Review HR – had some questions for HR, Angie was not available to answer questions, will do this in the next meeting
 - b. Planning
 - Discussion on review of institutional plans
 - Next step – individual committee to meet and further discuss amongst themselves

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- IT Committee met on 11/10 and the group will finalize their comments at the end of the month
 - All committee members in charge of a Wappepe needs to review and comment
 - EVP will convene a meeting to look at the recommendations and forward to EC and then the Board
 - Participatory Governance Committee – need to confirm the Board rep with the President
- c. Mission Review
- Mission statement has been revised, already looked at by the SLT and EC, will be forwarded to the Board for approval next month
 - Vision and Philosophy – will be discussed in the next EC meeting
- d. ISLO assessment working group
- No meeting yet
1. [Online Learning Policy](#)
- VPASA and Dean Va met with the instructional Departments and have their feedback, the Faculty that are familiar with the online learning understood better
 - HR Director commented on the Philosophy statement – there was no mention on training for students on ‘how to be online students’. This was inserted.
 - Use of the word ‘Strategy’ in the Procedures section, HR Director suggested that ‘strategy’ is too complex. This was revised to ‘Area 1, Area 1 etc’
 - Role of CC– Director IR suggested if the CC, which plays a role in Quality Assurance can provide feedback on the Policy as there is a special nature of online learning that is specific to online courses. CC Chair will forward to CC for comments
2. [Framework for Assessment of Online Courses](#)
- Change the word ‘Assessment’ to ‘Evaluation’
 - Evaluation is to be done on the courses.
 - Faculty Evaluation – have been done by the individual faculty but there needs to be a standard method, this will be discussed by the VPASA and Dean AA
 - Director IR suggested that the Framework also be discussed by CC
 - ABE will also be using the Policy as Level 4 and 5 have started to use Moodle in their teaching and learning, this gives students the opportunity to understand the Moodle features and its benefits before moving into Credit classes
3. [Cycle 1 MAPS SLO Assessment](#)

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- VPASA – no comments or questions given
 - Director IR stated that the process states that IEC is in charge of making recommendations to CC. We need to look at these and forward comments if there are any
 - Department Chair to post on webpage
 - Dean AA made a motion to accept, seconded by Director HR
4. Accreditation: [Review I.A.4](#)
 - Mission review process completed – all discussions have been made from the sub-committees
 - 1.A.4 is specifically for the Mission Statement
 5. Prioritization Process for this year
 - No new items for Program Review
 - Director IR – mention that there is some confusion in the Timeline
 - Group 1 & 2 – FACETS finish next semester, December next year for the next group
 6. KPIs education/day – How to educate the College?
 - KPI is part of the Accreditation and should be discussed during the CMI Retreat or a KPI Carnival
 - HR – to provide another set of KPIs. Breakdown by ethnicity- may not be appropriate for CMI
 - New KPIs and stretch goal – set a deadline on when and how to approve this
 - To be in discussed in next meeting.
 7. [Plan of work for the committee this year](#) - To be tabled for next meeting

Meeting was adjourned at 12.17pm