



**Institutional Effective Committee
January 13, 2021
Board Conference Room**

MINUTES

PRESENT:

Chairperson Dr. Elizabeth Switaj
Co-Chair William Reiher
Stevenson Kotton
Rosina Korean
Florence Peter
Agnes Kotoisuva
Cheryl Vila
Hatty Kabua
Jennifer Seru
Ruth Laikidrik
Rigieta Lord

Vice President for Academic and Student Affairs
Executive Vice President
Vice President of Business and Administrative Affairs
Faculty Senate Representative
Curriculum Committee, Chairperson
Director of Human Resources
Director of Institutional Research and Assessment
Grant Coordinator/Writer
for Dean of Academic Affairs
Staff Senate Representative
Dean of Adult and Continuing Education

Meeting was called to order by the Chair at approximately 11:20AM.

Minutes were thoroughly reviewed, edited, and approved. The Director of HR made a motion to approve minutes, having the Faculty Senate Representative seconding it with 3 abstentions.

1. Subcommittee and Working Group Updates:
 - a. Data Governance - No Report
 - b. Planning - 3 Wappes Submitted
 - i. Enrollment Management Wappepe rev.1**
 1. Monitoring & Revision
 - a. The EVP recommended that each committee should be looking at having an outcome each month to ensure that committees are fully aware and to ensure that goals and outcomes are met on a monthly basis
 - b. VPBAA recommended that each committee that has a role in the Wappes, submit a quarterly report to the IEC.
 2. Rephrasing of sentencing changes were also recommended
 - a. Have sentences to start with “students” (student focused)



Institutional Effective Committee

Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: iec@cmi.edu

- b. Outcome 2 (Revision): “part time” students to “underserved” students
 3. The EVP made a motion to approve the revised Enrollment Management Wappepe with the changes, the Acting Dean of AA seconded the motion; the motion was carried out unanimously by the majority.
- ii. **Information Technology Wappepe rev.1**
 1. The EVP reported to the committee that there only 4 changes to the IT Wappepe:
 - a. 2 additional activities were added to “outcome area 1” and another 2 were made to “outcome area 2”
 2. Other recommendations made by the ITC:
 - a. A new SIS system - current system isn’t working
 - b. Integrate SIS system into a learning management system
 - c. Develop a mass broadcast system - a messaging broadcast mass texting system for CMI
 - d. Provide a better institutional government management system for CMI
 3. Director of HR moved to approve revisions and recommendations, Acting Dean of AA seconded the motion. The motion was carried out successfully by the majority.
- iii. **Governance Wappepe rev.1**
 1. Revised by the BoR
 - a. Removal of the *outcome* which talks about coordinating, training, and education programs and services which are currently provided to adults and out of school youths of the RMI by various public and private agencies
 - b. Adding “*and institutional plan*” at the end of Outcome 2.1
 2. The Dean of AA made a motion for IEC to accept revisions made to the Governance Wappepe, the Director of HR seconded the motion and was carried out unanimously by the majority.
 - c. ISLO Assessment Working Group - meeting next week with the VPASA
 - d. Forming the PR Working Group - Acting Dean of AA to speak with STEM Chair
 2. Accreditation Update - ACCJC has acknowledged that they’ve received CMI’s ISER
 - a. Virtual Visit - March 15th through 18th
 3. January 30th College Retreat: Activities for KPIs?
 - a. Each VP will be responsible for their areas
 4. Outcomes and Assessments for Workshops in Learning/Student Support Units
 - a. Should this come through an approval process?
 - i. Matter was agreed by all that this should be taken up with EMC
 5. Assessment Coach



Institutional Effective Committee

Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: iec@cmi.edu

- a. Dr. Andrea Hazzard already has submitted her last report
- b. The Director of IRA informed the committee of recommending Alvin Page to take Dr. Hazzard's role
6. Participatory Governance Review
 - a. Results of the participatory governance awareness survey
 - i. Participatory governance awareness session will also occur during the retreat on January 30, 2021.
 1. Recommendations
 - a. Needs to conduct the participatory governance awareness session
 - b. Need more awareness targeted at students
 - c. Should there be more survey questions added *before* the awareness session or *after* the awareness session at the retreat?
 - i. It was decided upon the committee that more survey questions will be asked *after* the awareness session, and will further develop questions at the next scheduled IEC meeting
 - b. Participatory Governance Handbook Draft (Contents Page)
 - i. It was asked by a committee member if various models can be provided to have a visual idea on where CMI's at compared to other learning institutions, and where it should be heading towards.

Meeting was adjourned at 12:20PM