



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

Institutional Effective Committee January 27, 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
Tarry Henos

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
for Dean of Adult and Continuing Education

Meeting was called to order by the Chair at approximately 11:10AM.

1. Minutes from January 13, 2021 were reviewed, revised, and approved by the committee.
 - a. Acting Dean of AA moved to approve minutes, the CC Chairperson seconded the motion. Motion was carried out unanimously with no abstentions.
2. Subcommittee and Working Group Updates:
 - a. Data Governance - The committee met last Friday, January 22nd and discussed the PS-Staff data definitions. Committee needs clarification from HR on the college's working definition for "Instructional" staff and "Faculty".
 - b. Planning - Reported by the EVP
 - i. **Participatory Governance Handbook Draft**
 1. Preparing this to present for discussion during the Retreat on January 30th.
 - ii. **Strategic Plan**
 1. KPIs



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- a. We've managed to update the KPIs, except for the Entrepreneurial Activities. Aside from that, there's no new activities.
- c. ISLO Assessment Working Group - Reported by the VPASA
 - i. Intends to discuss this with the Department Chairs. Therefore, report has been deferred.
- d. Forming the PR Working Group - Reported by the VPASA
 - i. We've identified the membership of the PR Working Group:
 1. VPASA
 2. Director of IRA
 3. Dean of Academic Affairs
 4. Associate Dean of Equity and Engagement
 5. Faculty Representative (STEM Chair)
 - a. The VPASA explained to the Committee on the intent criterias on which the Program Reviews will be evaluated.
 - i. The Program Review will be scored by the lowest score given by an individual evaluator.
 - ii. Some of the Program Reviews that should be reviewed now are completed, others are not.
 1. VPASA imposed to the IEC a deadline after which Program Reviews still need to be completed.
 - a. Initiatives will not be eligible for funding this cycle.
 - b. Initiatives will not be eligible to receive recognition.
 - c. ***The Chair set the deadline for February 3rd.***
 - i. The Director of IRA reminded the Committee that the deadline includes approval of the supervisors
2. Accreditation Update - Reported by the VPASA
 - a. Reminded the Committee to READ the ISER
 - b. Urged Committee members to attend the Retreat on January 30th
3. Activities for KPIs?
 - a. Academically
 - i. Get the department's opinion on where they think they are currently at?
 - ii. Get in depth on what the KPIs are, the strengths and the weaknesses, etc.
 - iii. Get in small groups to identify the connections and develop cross departmental approaches to meet the KPI's goals or improve retention.



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4. For Information

- a. Program Review Training will happen in February, the exact date will be confirmed in the next IEC meetings.
 - b. Alvin Page cannot take up the role of Assessment Coach. The Director of the IRA is up for any recommendations.
5. Meeting was adjourned at 11:45PM