



**Institutional Effective Committee  
February 10, 2021  
Board Conference Room**

**MINUTES**

**PRESENT:**

Chairperson Dr. Elizabeth Switaj	Vice President for Academic and Student Affairs
Co-Chair William Reiher	Executive Vice President
Stanley Lorennij	Vice President for Land Grant
Rosina Korean	Faculty Senate Representative
Florence Peter	Curriculum Committee, Chairperson
Agnes Kotoisuva	Director of Human Resources
Cheryl Vila	Director of Institutional Research and Assessment
Hatty Kabua	Grant Coordinator/Writer
Jennifer Seru	<i>for</i> Dean of Academic Affairs
Ruth Laikidrik	Staff Senate Representative
Danny Jack	SBA Representative

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Meeting was called to order by the Chair at approximately 11:17AM.

1. Minutes from January 27, 2021 were reviewed, revised, and approved by the committee.
  - a. The Faculty Senate Representative moved to approve the minutes, the Acting Dean of AA seconded the motion. Motion was carried out unanimously with no abstentions.
2. Subcommittee and Working Group Updates:
  - a. Data Governance - Reported by the Director of IRA
    - i. Submission of a Data Dictionary in Draft Form
      1. After a thorough review by the Committee, the Faculty Senate Representative moved to approve the presented draft form of the Data Dictionary, the CC Chair seconded the motion. Motion was carried out with no abstention.
  - b. Planning - Reported by the EVP
    - i. **Integrated Planning**
      1. Have already been prioritized, however, budget hasn't been allocated to the "prioritized activities" due to the consideration of 3 different group of activities that need to be prioritized:
        - a. Strategic Plan Activities



- i. Total cost to carry on with these activities is ready for consideration.
- b. Strategic Initiatives recommended by the SLT. The EVP is waiting on the total cost amounts from the 5 areas including:
  - i. Academic
  - ii. Physical Plant and Facilities
  - iii. HR
    - 1. Non-cost activities can be implemented without prioritizing.
- c. Program Review Initiative
  - i. The EVP clarified with the VPASA the criteria of being eligible for the Program Review initiatives and when the Program Reviews were expected to be submitted and completed.
  - 2. The EVP will send a list of the Program Review Activities and the Strategic Activities to all the members of the Prioritization Group.
    - a. The Prioritization Group are all members that have activities that require additional budget allocation.
- ii. **Participatory Governance**
  - 1. Taskforce
    - a. The EVP has already met with all the leaderships of the 4 Senates in regards to the Participatory Governance.
    - b. A meeting is scheduled for the Taskforce today, February 10th at 4pm at the Board Conference Room.
      - i. Recommendations from the various Senates will be some of the issues discussed by the Taskforce.
- c. ISLO Assessment Working Group - Reported by the VPASA
  - i. Department Chairs
    - 1. Preferred method for assessing the ISLO would be through embedded assignments.
      - a. This hasn't been developed into a document yet, but each semester, the College would be focusing on 1 ISLO, having each department select a course to have an embedded assignment to assess.
    - 2. Development of a Standardized Rubric for ISLO Assessment will be conducted as an activity at the Faculty In-Service on March 19th.
- d. PR Working Group - Reported by the VPASA
  - i. The Working Group found that all the PRs submitted "still needed improvements"
    - 1. Most common issue was not knowing who the external stakeholders were.



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2. PRs also showed that some departments are still struggling with disaggregation.
  - ii. Academic Programs that submitted their PRs on time did fairly well on their “outcome assessment”
    1. Non-Academic Programs are still struggling on understanding the “outcome assessments” for their programs.
      - a. The VPASA wanted to clarify with the EVP if the 2 weeks allowed to make the necessary changes would cause timeline issues for the Prioritization Group.
        - i. The EVP expressed the importance of obtaining the right outcome assessments and indicated that the VPASA could proceed with the revision procedure.
          1. The VPASA will notify the Department Heads.
  - iii. Program Reviews must be submitted by tomorrow, February 11th. If not,
    1. Department budget will be frozen
    2. It will be reflected in the Dept. Head’s PMS
    3. Will need to consider structural issues
2. Accreditation Update - Reported by the VPASA
    - a. The VPASA and the President had a meeting with the Accreditation’s Team Chair
    - b. The Virtual Visit date has changed to March 16th - March 19th
  3. Feedback on KPIs from the Retreat-Reported by the VPASA
    - a. Student Achievement KPIs
      - i. Discussed the general observations, suggested whether to make changes to the KPIs, key areas and suggestions for college improvement
      - ii. The VPASA reiterated that the process for changing the KPIs, ISS, and stretch goals starts with IEC, however, the Committee decided not to make any changes yet.
      - iii. Discussed whether or not to make additions to the measures, which was decided by the Committee to leave measurements as is for the time being.
      - iv. Deferred discussion on the “Key Areas and Suggestions for College Improvement” to next IEC Meeting.
  4. Assessment Coach - Reported by the Director of IRA
    - a. Not yet identified anyone for this role
      - i. Training time for a qualified individual? TBC
  5. For Information - Director of IRA
    - a. It’s been a struggle conducting training for new Faculties and from the Assessment Coach’s support ABE needs more training. We’ve encountered incomplete training sessions in the past, especially with the Department Chairs
    - b. Shared docs are more effective than conducting trainings.
    - c. The Program Review Training is next week:



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- i. Tuesday, February 16th
- i. Thursday, February 18th
- ii. Friday, February 19th

### ADJOURNMENT

The 1st IEC meeting for the month of February 2021 was adjourned at 12:12pm.

Approval Date:  
February 24, 2021