



**Institutional Effectiveness Committee
February 24, 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
Danny Jack

Vice President for Academic and Student Affairs
Executive Vice President
Vice President for Business Administration 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
SBA Representative

The 2nd Institutional Effectiveness Committee meeting for February 2021, was called to order by the Chair at approximately 11:19AM.

1. Minutes from February 10, 2021, were reviewed, revised, and approved by the committee.
 - a. The Faculty Senate Representative moved to approve the minutes, the VPBAA 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. The Director of IRA notified the Committee of the Data Governance subcommittee's request of the change in the meeting dates.
 1. The Subcommittee requests to meet once a month instead of twice a month.
 - a. The current meeting dates conflict with other meeting times for the Subcommittee members.
 - b. The Subcommittee requests to meet on the 1st Friday of every month.
 - i. The request was approved by the Committee, having no objections.
 - b. **Planning** - Reported by the EVP
 - i. **Participatory Governance**



1. The Participatory Governance Taskforce Recommendations have been deferred by the Executive Council to give the 4 Senates ample time to review and endorse.
2. Human Capital Wappepe
 - a. The Human Capital Wappepe was reviewed and brought to the Committee for approval.
 - b. The Director of HR reminded the VPBAA to edit the department name from ACE to WAVES in the system.
 - i. The VPBAA concurred.
 - c. The Acting Dean of Academic Affairs made a motion to approve the Human Capital Wappepe, the VPBAA seconded the motion. The motion was carried out unanimously by the majority with no abstention.
- c. **ISLO Assessment Working Group** - Reported by the VPASA
 - i. A presentation of the ISLO Assessment Cycle was presented to the Committee
 - ii. Recommended by the Director of IRA to add “the responsible office that will oversee the Assessment Cycle is implemented.”
 - iii. The committee agreed to defer approval of the document until the agreed rubrics are included
- d. **PR Working Group** – Reported by the VPASA
 - i. Today, Wednesday, February 24, 2021, is the deadline for the PRs that needed revision.
 - ii. The late PRs will be accepted, however, will not be eligible for initiatives or commendations.
 - iii. 1 Program Review, approved by the Supervisor was submitted by the Associates of Science in Elementary Education, since the last IEC meeting.
3. **Accreditation Update** – Reported by the ALO/VPASA
 - a. The ALO/VPASA informed the Committee that a virtual pre-visit meeting was going to occur the following afternoon.
4. **KPIs** – Reported by the VPASA
 - a. Feedback on the KPIs from the Retreat
 - b. DRAFT IEC response to suggestions
 - i. A few additions/suggestions were made.
 - ii. The draft for the KPI Recommendations will be further discussed in the next IEC meeting.
5. **Assessment Coach** – Reported by the Director of IRA
 - a. An Assessment Coach has been identified.
 - i. The Director of IRA commended the Acting Dean of Academic Affairs for their support towards the new Assessment Coach.
6. **AUOs for HR**
 - a. AUO’s Deadline is March 31, 2021.



- b. AUO's should be submitted before the next IEC Meeting.
 - i. It was decided by the Committee to identify a Working Subcommittee Group in developing a draft of an articulation of the expectations of the AUOs.
 1. The AUO's Working Subcommittee Group will also be on the PLANNING Subcommittee.

ADJOURNMENT

The 2nd Institutional Effectiveness Committee meeting for the month of February 2021 was adjourned at 12:12pm.

**Approval Date:
March 10, 2021**