



Institutional Effective Committee
March 31, 2021
Board Conference Room

MINUTES

PRESENT:

Chairperson Dr. Elizabeth Switaj	Vice President for Academic and Student Affairs
Co-Chair William Reiher	Executive Vice President
Rosina Korean	Faculty Senate Representative
Florence Peter (Excused via email)	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
Dustin Langidrik	<i>for</i> Dean of WAVES
Danny Jack	SBA Representative

Meeting was called to order by the Chairperson at approximately 11:15AM.

1. Minutes from March 10, 2021 were reviewed and approved by the committee.
 - a. The Acting Dean of Academic Affairs moved to approve the minutes as presented, the Faculty Senate Representative seconded the motion. Motion was carried out unanimously with no abstentions.
2. **Report from BoR and EC**
 - a. As per the EVP, the approval on the changes on ALL the Wappapes and the Strategic Plan were deferred to the next BoR Meeting, which is scheduled for May 2021.
 - b. The Participatory Governance Resolution was signed and approved by the BoR.
3. **Subcommittee and Working Group Updates:**
 - a. **Data Governance:** Director of IRA
 - i. No Issue
 - b. **Planning - EVP**
 - i. **Participatory Governance**
 1. The EVP will be working with the responsible individuals that were recently assigned by the Participatory Governance Taskforce in regards to the implementation of the 15 recommendations made by the Taskforce.
 - a. The EVP also informed the committee on the merging process of the Management Group and the Staff Senate.
 - c. **AUO Working Group:**



- i. AUOs for IR
 1. As per the Director of IR, the IR department will currently continue using the existing AUOs in conducting their Program Reviews.
 2. The AUO for IR can be viewed at: https://drive.google.com/file/d/1pfMDiBYPT7uqwV8fuFx_DbEf5ZZaQg54/view?usp=sharing
- ii. AUOs for Arrak Campus
 1. The Committee reviewed, revised, and approved the AUOs for the Arrak Campus.
 2. Per your reference, please go to: [Arrak Program Review.docx](#)
 - a. The Acting Dean of Academic Affairs moved to approve the AUOs for the Arrak Campus, seconded by the Director of IRA. The motion was carried out unanimously by the majority with no abstentions.

DECISION

The AUOs for Arrak Campus were approved with the minor modifications, as presented.

- d. **ISLO Assessment Working Group – VPASA**
 - i. The VPASA informed the committee that the development of the rubrics are still in progress, and according to the Acting Dean of Waves, the rubrics should be completed by April 15, 2021.
4. **Groups with Late Start Dates for PR** –Possible Changes to the Cycle/Exemption
 - a. Land Grant: VPLG
 - i. The VPLG requested the committee for Land Grant to be exempted from doing the program reviews.
 1. It was agreed by the committee that the reports submitted by Land Grant to other donor partners, can be considered and submitted in placement for their Program Reviews.
 - b. General Education: Acting Dean of Academic Affairs
 - i. A chairperson has recently been identified.
 - ii. All department chairs will be selecting their department representative that will be assisting the General Education’s new Chairperson.
 1. The General Education group’s first meeting will be next week.
 - iii. The committee decided that the General Education group will be exempted from this cycle, and will start in the next cycle. However, the General Education group will be doing an alternative, looking into existing past program reviews, identifying if the assessment and the outcomes should be revised.
5. **Accreditation Update**: ALO/VPASA



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- a. The ALO/VPASA commended the Committee on the ACCJC’s virtual visit and reminded the Committee of the importance of obtaining accurate data in continuing to improve.
- 6. **KPIs:**
 - a. Feedback on the KPIs from the Retreat
 - b. DRAFT IEC response to suggestions
- 7. **MAPS Cycle 2., Group 1 Assessment Tools**
- 8. **Revision to “F” Portion of PR Template**
- 9. **Plan of Work for the Committee this Year**

Items No. 6 to No. 9 were deferred by the Chairperson.

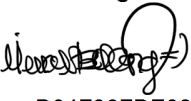
ADJOURNMENT


The *second* IEC meeting for the month of March 2021 was adjourned at 12:00pm.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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April 14, 2021

Meria N. Bollong
Secretariat Officer

Dr. Elizabeth Switaj, VPASA
Chairperson, IEC

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Dr. Elizabeth Switaj
eswitaj@cmi.edu
VPASA
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