



**Institutional Effective Committee  
April 14, 2021  
BoR Conference Room**

**MINUTES**

**PRESENT:**

Chairperson Dr. Elizabeth Switaj	Vice President for Academic and Student Affairs
Co-Chair William Reiher	Executive Vice President
Stevenson Kotton	Vice President of Business and Administrative Affairs
Stanley Lorennij via Zoom	Vice President of 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 (Not Present)	Grant Coordinator/Writer <i>for</i> Dean of Academic Affairs
Jennifer Seru	Dean of WAVES
Rigieta Lord	Staff Senate Representative
Ruth Laikidrik	SBA Representative
Danny Jack	

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Meeting was called to order by the Chairperson at approximately 11:13AM.

1. Minutes from March 31, 2021 were reviewed.

**Approval:**

**With the modifications subject to the inclusion of the AUO's to the minutes, a motion was made by the Faculty Senate Representative to approve, seconded by the EVP. The motion was carried by the majority with no abstentions.**

**2. Revision of RSA**

- a. The Chairperson/VPASA informed the IEC members of the proposed changes in the IEC's RSA, having the EVP being the Chairperson and the VPASA being the Co-Chair for the IEC Committee.
- b. The second change included the merging of the 2 senate bodies into one, which constitutes the Staff Senate.
  - i. The EVP added that the changes will be re-assessed in 6 months' time.



- ii. The EVP also commended the VPASA's excellent leadership in conducting the IEC meetings. The recognition was agreed upon by the Director of Human Resources and the IEC members.
- c. The Acting Dean of AA moved to approve the Revision of IEC's RSA, seconded by the Dean of WAVES. The motion was carried by the majority with no abstentions.

### DECISION

**With the revisions presented, the draft for IEC's RSA AY2020-2021 was approved.**

### 3. Subcommittee and Working Group Updates:

- a. **Data Governance:** Director of IRA
    - i. No Issue
  - b. **Planning - EVP**
    - i. **Participatory Governance**
      1. The EVP informed the committee of the official merging of the staff senate and management group, and updated the committee on the status of each senate body's required By-Laws.
      2. The merged Staff Senate's first meeting will be Friday, April 14, 2021.
      3. A Participatory Governance Handbook is still in process, however, will be ready in a few weeks' time.
      4. The SBA has already done their first revision of their By-Laws.
      5. The EVP will also be assisting the 2 Senate Bodies, the Staff Senate and the Faculty Senate, in ensuring all the By-Laws are updated.
  - c. **AUO Working Group:**
    - i. No Report
  - d. **ISLO Assessment Working Group – VPASA**
    - i. The VPASA informed the committee that the development of the rubrics are still in progress.
- ### 4. FACETS Update – VPASA
- a. Groups 5 and 6 should have completed the process of gathering their data and should have submitted their reports to their supervisors.
  - b. Groups 3 and 4 should be in the process of getting their supervisor's approval.
  - c. The VPASA reiterated the importance of the supervisors to ensure valid information on the PRs.
  - d. The VPASA also reminded the members of the committee that the deadline should be the end of this semester.
- ### 5. KPIs – VPASA/ALO
- a. The Committee discussed the feedback from the Retreat that took place on January 30, 2021.



- b. The IEC reviewed and discussed the draft Recommendations on KPIs, ISS, and Stretch Goals in Response to the Discussions at the January 30, 2021 College Retreat.
- c. After a thorough review, the Director of HR made a motion to approve the draft Recommendations, seconded by the Faculty Senate Representative. The motion was carried by the majority with no abstentions.

**DECISION:**

**Having no corrections, the draft Recommendations in Response to KPIs Feedback from the January 30, 2021 College Retreat, was approved.**

**6. MAPS Cycle 2 Group 1 Assessment Tools: Director of IRA**

- a. The committee reviewed and discussed the MAPS Cycle 2 Group 1 Assessment Tools.
- b. The Director of IRA informed the committee members that the Department Chairs have agreed in using the high quality assessment rubric.
- c. After thorough review and consideration, the Director of IRA made a motion to approve, seconded by the Acting Dean of Academic Affairs. The motion was carried unanimously with no abstentions.

**DECISION**

**As presented, the MAPS Cycle 2 Group 1 Assessment Tools was approved.**

**7. Revision to “F” Portion of PR Template – VPASA**

- a. The VPASA briefly went through the revised section of the PR template.
- b. The Chairperson/VPASA allowed the committee members to have their “first read” and to allow ample time for members to share the revised PR template with their respective constituent bodies.
- c. This agenda item will be further reviewed and discussed in the next IEC meeting on Wednesday, April 28, 2021.

**8. Accreditation Update:**

- a. The ALO/VPASA/Chairperson reminded the committee that corrections have been made and sent to the Accreditation Peer Review Team. The final decision will be made in June 2021.
- b. The ALO reiterated on the importance of reviewing a standard during IEC meetings.
- c. The standard for IEC’s first meeting in April 2021 was Standard I.A.1.:
  - i. “The mission describes the institution’s broad education purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement.”
    1. After discussion about ways to improve college awareness of the mission, a recommendation was made by the members of the



- committee that all meetings start with the recitation of the College’s Mission Statement.
- 2. A motion was made by the Director of HR, seconded by the EVP. The motion was carried unanimously by the majority with no abstentions.

**DECISION**

**The recommendation of the College’s Mission Statement to be recited before the start of a meeting, was approved.**

- d. In discussing the College’s Mission Statement, questions were raised about student awareness of Marshallese cultural protocol and of the ways in which respect for Marshallese culture and academic freedom interact within the classroom.
  - i. The VPASA suggested that the Protocol Officer should address students about the Marshallese Culture during student orientations.
  - ii. The EVP will be working with the Protocol Officer in regards to putting into context a Handbook that will help in addressing the cultural insensitivities.
  - iii. This will also be brought up by the ALO/VPASA with the Learning Environment Academic Policy Committee.

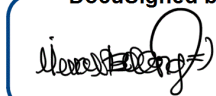
**ADJOURNMENT**

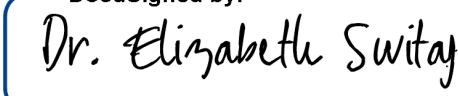
The *first* IEC meeting for the month of April 2021 was adjourned at 12:00pm.

Submitted By:

Concurred By:

Approval Date:

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April 28, 2021

Meria N. Bollong  
Secretariat Officer, EC

Dr. Elizabeth Switaj, VPASA  
Co-Chairperson, IEC

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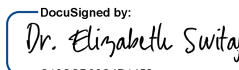
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