



Institutional Effectiveness Committee
11:10 a.m., June 9, 2021
BoR Conference Room

MINUTES

PRESENT:

| | |
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| Chairperson William Reiher | Executive Vice President |
| Vice Chairperson Dr. Elizabeth Switaj Stevenson Kotton Cheryl Vila Agnes Kotoisuva Hatty Kabua Jennifer Seru Rigieta Lord Verenaisi Bavadra Jakeo Lanwe (Excused) Florence Peter (Excused) | Vice President for Academic and Student Affairs Vice President of Business and Administrative Affairs Director of Institutional Research and Assessment Director of Human Resources Grant Coordinator/Writer <i>for</i> Dean of Academic Affairs Dean of WAVES Staff Senate Representative I Staff Senate Representative II Curriculum Committee, Chairperson |

The Institutional Effectiveness Committee's *first* meeting for the month of June 2021, was called to order by the Chairperson at approximately 11:20 a.m.

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from May 26, 2021 were reviewed by the committee. After the committee reviewed the minutes, the Director of Human Resources made a motion to approve the minutes. The Acting Dean of AA seconded the motion, as the motion was carried successfully with one abstention.

Approval:

With no modifications, the IEC Meeting Minutes for May 26, 2021, were approved as presented.

2. Subcommittee and Working Group Updates:

- a. **Data Governance- Director of IRA**
 - i. The Director of the IRA presented the proposed CMI Data Dictionary-Assessment to the committee.
 - ii. After the deliberation on the proposed document, the Director of the IRA made a motion to approve the proposed CMI Data Dictionary-Assessment. The



VPASA seconded the motion, which was successfully approved by the majority with no abstentions.

iii. The Director of IRA informed the IEC on the outcomes of the Data Summit that occurred on May 18, 2021.

1. As part of the feedback survey from the Data Summit participants, all the participants strongly agreed that a formal course should be considered as a way forward towards professional development for the staff/faculties.

b. AUO Working Group - EVP

i. Outcomes and Assessments

1. As per the EVP, the Outcomes and Assessments document is still a working progress that was worked on by the EVP and the Director of IRA.

2. The committee deliberated on how the SLOs, SDOs, PLO, and the SAOs link up to the ISLOs or the Strategic Outcomes or the Strategic Plan.

3. It was suggested by the VPASA that a list of outcomes should be developed and circulated to each department by the working group.

4. As the Outcomes and Assessments document is still a working progress, it was agreed by the committee that there should be more individuals involved in the working group in regards to the AUO Working Group.

a. As per the VPBAA, the Director of Financial Aid Office and the Director of FABS will join the working group.

b. As per the VPASA, the Associate Dean of Student Equity and Engagement and the Associate Dean of Learning Support will join the working group from the Academic Affairs area.

c. The Director of IRA suggested the Assessment Coach should also be a part of the working group.

c. ISLO Assessment Working Group - VPASA

i. The Cycle for Assessment and Revision of the ISLO with the rubrics was agreed by the committee members to allow more time for the representatives to share with their respective senate bodies and get their feedback.

1. The document needs to be approved before the start of the Fall Semester 2021.

3. FACETS Update – Director of Institutional Research and Assessment

a. FACETS Group 1-6 Update

i. The Director of IRA presented for the IEC to review the FACETS Cycle 1 for Groups 1-6.

ii. Groups 3&4 completed only one unit of the program review and they should be completed by this semester.



P.O. box 1258
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: iec@cmi.edu

- iii. As per the Director of IRA's report to the IEC, among the departments that had completed their Program Reviews were the following:
1. Developmental Education
 2. Grants
 3. Nursing AS
 4. Liberal Arts AA
 5. Library
 - a. There were more departments that had completed their Program Reviews, however, due to the interest of time, only few were mentioned and shared verbally with the committee.
- iv. The groups that are critical and have past their due dates are the following:
1. Groups 1-2
 - a. ASP
 - b. Learning Designer
 - i. The VPBAA explained to the committee the importance of how the data is critically needed in this area.
 - c. Nuclear Institute
 - d. Business Studies
 1. The EVP informed the committee that he will meet with Groups 1-2 before the next IEC meeting on June 23, 2021.
- v. The VPBAA asked the Director of IRA if a list of the critical areas under his portfolio can be provided and if a reminder to the department heads can be sent out once more and include the respective VPs in the email dissemination.

ADJOURNMENT

The IEC's *first* meeting for June 2021 was adjourned at 12:05pm.

Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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William Reiher, EVP
Chairperson, IEC

Approval Date:

July 28, 2021