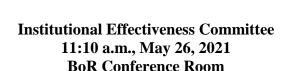
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MINUTES

PRESENT:

Chairperson William Reiher Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Stevenson Kotton

Vice President for Academic and Student Affairs

Vice President of Business and Administrative Affairs

Florence Peter Curriculum Committee, Chairperson

Agnes Kotoisuva Director of Human Resources
Hatty Kabua Grant Coordinator/Writer
Jennifer Seru for Dean of Academic Affairs

Rigieta Lord Dean of WAVES

Verenaisi Bavadra Staff Senate Representative I Jakeo Lanwe Staff Senate Representative II

The Institutional Effectiveness Committee's meeting was called to order by the Chairperson at approximately 11:30 a.m.

1. Mission Recitation

a. The Staff Senate Representative I recited the CMI mission statement to start off the IEC meeting.

2. Approval of Previous Meeting Minutes

a. The draft Minutes from April 28, 2021 were reviewed by the committee. After the committee reviewed the minutes, the Staff Senate's Representative I made a motion to approve the minutes. The Director of Human Resources seconded the motion, as the motion was carried successfully with no abstentions.

Approval:

With no modifications, the IEC Meeting Minutes for April 28, 2021, were approved as presented.

3. Subcommittee and Working Group Updates:

- a. **Data Governance**: Director of IRA
 - i. The Director of the IRA was not present at the meeting.
- b. **Planning** EVP

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- i. The EVP informed the committee members that revisions to the by-laws are being worked on by the senate bodies.
 - 1. The SBA has submitted their final draft of their By-Laws.
 - 2. The Faculty Senate and the Staff Senate are still working on their revisions and have not submitted their draft By-Laws.

c. ISLO Assessment Working Group – VPASA

The Cycle for Assessment and Revision of the ISLO with the rubrics was briefly introduced once more by the VPASA. It was agreed by the committee members to share the document with their respective senate bodies and have their feedbacks ready to be shared and discussed during the next meeting on June 9, 2021.

4. FACETS Update – VPASA

- FACETS Group 1-2 Update
 - As informed by the VPASA, there were two program review recommendations for IEC acceptance:
 - 1. Associate of Science in Elementary Education
 - 2. Associate of Arts in Liberal Arts
 - ii. There were three program reviews that were returned to their department heads:
 - 1. Registrar
 - 2. Admissions & Records
 - 3. BA in Elementary Education
 - iii. There are six program reviews from the FACETS Groups 1-2 that have been previously accepted by the IEC:
 - 1. Counseling
 - 2. Health Center
 - 3. Residence Halls
 - 4. Student Success and Equity
 - 5. Library * (Need to be added to the document)
 - 6. Nursing * (Need to be added to the document)
 - a. The VPASA apologized for mistakenly excluding the Library and the Nursing Department in the document.
 - There was one program review that was submitted by the department head, but iv. revisions were required by the supervisor:
 - 1. AA in Business
 - There are two program reviews that have not yet been submitted by the v. department head:
 - 1. ASP
 - 2. Nuclear Institute
 - The Acting Dean of AA moved to approve the recommended program reviews vi. for the Associate of Science in Elementary Education and the Associates of Arts in Liberal Arts, as per the Update on Facets Groups 1-2. The motion was

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seconded by the Curriculum Committee's Chairperson and it was carried successfully by the majority.

With the minor modifications, the program reviews for the Associate of Science in Elementary Education and Associates of Arts in Liberal Arts, was approved.

- b. FACETS Group 1-6 Director of IRA
 - i. Deferred due to the absence of the Director of IRA
- c. VPBAA's Area's AUOs VPBAA
 - i. The committee briefly discussed the Financial Aid Office's AUOs.
 - ii. The other AUOs presented were for the following departments under VPBAA's portfolio:
 - 1. Physical Plant
 - 2. Financial Affairs and Business Services
 - 3. Safety and Security
 - iii. The VPBAA will share the AUOs with the committee members, including the AUOs for the IT department.
 - iv. The AUO's will be revisited, giving ample time for committee members to review and share with their respective senate bodies.
 - v. Due to the emphasis in general on data disaggregation and equity, the VPASA recommended the committee members to consider if every office/program should have an AUO related to equity?
 - 1. A brief discussion occurred by the committee members, as the Chairperson commended the VPASA on the recommendation.
 - 2. As per the Chairperson, the recommendation will be further discussed in the upcoming IEC meetings.

ADJOURNMENT

The IEC's meeting was adjourned at 12:05pm.

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Submitted By:

Hours Balland

DocuSigned by:

Meria N. Bollong Secretariat Officer, EC Concurred By:

DocuSigned by:

William Reiher, EVP Chairperson, IEC Approval Date:

June 9, 2021

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