



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

Accredited by the Western Association of Schools and Colleges

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

MINUTES

PRESENT:

Chairperson William Reiher

Executive Vice President

Co-Chairperson Dr. Elizabeth Switaj

Vice President for Academic and Student Affairs

Stevenson Kotton (Excused)

Vice President of Business and Administrative Affairs

Cheryl Vila

Director of Institutional Research and Assessment

Agnes Kotoisuva

Director of Human Resources

Hatty Kabua

Grant Coordinator/Writer

Florence Peter

Curriculum Committee Chairperson

Rosina Korean

Faculty Senate Representative

Verenaisi Bavadra (Excused)

Staff Senate Representative I

Jakio Lanwe

Staff Senate Representative II

ATTENDEES via ZOOM

Rigieta Lord

Dean of WAVES

Va Savu

Dean of Academic Affairs

The Institutional Effectiveness Committee's *first* meeting for August 2021, was called to order by the Chairperson at approximately 11:15 a.m.

Due to the difficulty of the other Standing Committee's meeting availabilities and the difficulty in obtaining a quorum, the Chairperson and the Committee members discussed if IEC should meet on a monthly basis, rather than twice a month. The VPASA, however, pointed out that IEC has broad responsibilities and might get behind in their responsibilities if meetings would be held on a monthly basis.

In regards to revising the IEC RSA, the Committee decided to meet twice a month at 11:00am. The Secretariat Officer was tasked to present the Participatory Governance Annual Meeting Calendar for AY 2021-2022 in the upcoming meetings.

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from July 28, 2021, were reviewed by the committee. After the committee reviewed the minutes, the Director of IRA made a motion to approve the



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minutes. The Curriculum Committee Chairperson seconded the motion, as the motion was carried successfully with no abstention.

APPROVAL

With the minor corrections, the IEC Meeting Minutes for July 28, 2021, were approved as presented.

2. Subcommittee and Working Group Updates:

a. Data Governance- Director of IRA

i. Adult Education Data Definitions

1. After careful consideration, the Director of IRA moved to approve the Adult Education Data Definitions, seconded by the Director of Human Resources. The motion was carried unanimously with no abstentions.

APPROVAL

With no modifications, the Adult Education Data Definitions was approved as presented.

ii. Data Disaggregation (Recommendation 2 ACCJC Action Letter)

1. After consulting with the EVP, the Director of IRA shared with the Committee the characteristics criteria that will be used to expand the disaggregation in the collection and the analysis of data outcomes and achievements.
 - a. Gender
 - b. High School (public/private) location
 - c. First Generation
 - d. Economic Status
 - e. Disability
 - f. Sexual Orientation
 - i. After the Committee discussed this matter thoroughly, in carrying out the implementation of the ISLO Assessment, the Director of IRA informed the Committee that IRA will start the disaggregation process by using “gender” and high school (public/private) location.
 - ii. The other characteristic criterias will also be used once the new system (Jenzabar) is in place.
 - iii. Disability
 1. The VPASA volunteered to form a working group on this.

b. Planning- EVP



- i. **Participatory Governance Task Force Update - Director of IRA**
 1. The Director of IRA shared with the Committee members the Standard I. B.7 Improvement Plan Action - the Handbook will be the main piece of evidence, so we must ensure it addresses all points.
 2. The Participatory Governance Handbook was presented to the Committee members to have their “first read” of the handbook.
 - a. It was discussed and agreed by the Committee members that “Expectation of Members” should be included in the Participatory Governance Handbook.
 - b. Other recommendations made were discussed and agreed by the Committee members.
 - c. **AUO Working Group - EVP**
 - i. **Outcomes and Assessments Definitions**
 1. The Committee went through the recommendations made to the Outcome and Assessment Definitions.
 - a. The recommendations will be added to the document and be brought back for IEC’s review in the next meetings.
 2. Assessment Handbook
 - a. The Director of IRA’s working on developing an Assessment Handbook.
 - d. **ISLO Assessment Working Group - VPASA**
 - i. With being approved, the ISLO Assessment Cycle is awaiting Faculty implementation.
- 3. FACETS Update – Director of Institutional Research and Assessment**
- a. **Update on FACETS Group 1-2**
 - b. **Update on FACETS Cycle Group 1-6**
 - i. The VPASA asked if the new Chairpersons for the Marshallese Studies Department and the Education Department could have more time to work on this since they’re new to their positions as Chairs.
 - ii. Training will be in the last week of August for Groups 1, 5, and 6.
 - c. **Asana FACETS Project**
 - i. The committee members went thoroughly through the Asana FACETS Projects and made updates on the FACETS Project.
 - d. **VPBAA Area AUOs**
 - i. Deferred to IEC’s next meeting on August 25, 2021.
 - e. **MAPS Cycle 2 Update**
 - i. This was deferred to the next meeting on August 25, 2021.
- 4. Wotje DEC Outcomes and Mission**
- a. The Director of IRA moved to approve, seconded by the Dean of Academic Affairs. The motion was carried successfully by the majority with no abstentions.

APPROVAL



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With no corrections, the Wotje DEC Outcomes and Mission was approved as presented.

5. Youth Corps Mission and Outcomes

- a. This was decided by the Committee that the Youth Corps Mission and Outcomes will be voted on electronically.

6. Accreditation Update - ALO

- a. The Committee discussed thoroughly the following Standard and how it's related to CMI:
- i. Standard IA3: The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning and resource allocation and informs institutional goals for student learning and achievement.


7. Plan of Work for the Committee for AY 2021-2022

- a. Updates and discussions on the Plan of Work for the Committee for AY 2021-2022 were deferred to the next IEC meeting on August 25, 2021.

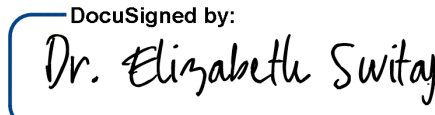
ADJOURNMENT

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

Submitted By:

DocuSigned by:

D04F36FDE82B468...
Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

C18CCD96C4D1452...
Dr. Elizabeth Switaj, VPASA
Co-Chairperson, IEC

Approval Date:

August 25, 2021