



Institutional Effectiveness Committee
11:10 a.m., September 8, 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	Vice President of Business and Administrative Affairs
Angela Franklin	Dean of Student Services
Rigieta Lord	Dean of WAVES
Cheryl Vila	Director of Institutional Research and Assessment
Agnes Kotoisuva	Director of Human Resources
Hatty Kabua	Grant Coordinator/Writer
Oyinade Ogunmokun	Curriculum Committee Chairperson
Rosina Korean	Faculty Senate Representative
Verenaisi Bavadra (Not Present)	Staff Senate Representative I
Jakio Lanwe (Excused)	Staff Senate Representative II
Lucky Laik (Excused)	Student Representative

ATTENDEES via ZOOM

Stanley Lorennij	Vice President of Land Grant
Va Savu	Dean of Academic Affairs

The Institutional Effectiveness Committee's *first* meeting for September 2021, was called to order by the Chairperson at approximately 11:10 a.m.

The Chairperson extended his welcome to the new IEC members, the new Dean of Student Services and the newly elected Curriculum Committee Chairperson. Each of the Committee members formally introduced themselves, sharing which respective Senate bodies and departments they were representing in the Institutional Effectiveness Committee.

The Mission was recited for the Committee by the Human Resources Director.

1. Approval of Previous Meeting Minutes



- a. The draft Minutes from August 25, 2021, were reviewed by the committee. After the committee reviewed the **MINUTES**, the Faculty Senate Representative made a motion to approve the **MINUTES**. The VPASA seconded the motion, as the motion was carried successfully with one abstention.

APPROVAL

With no corrections, the IEC meeting MINUTES for August 25, 2021, were approved as presented.

2. Action Items

a. IEC Assessment Report 2020-2021

i. Recommendations:

1. The VPASA brought to the Committee's attention that there were no approved MINUTES for the IEC for September 2020.
 2. The Institutional Research and Assessment Director recommended there were more approved documents that needed to be added in the "Documents Produced/Reviewed" section.
 - a. The IRA Director was tasked to add the completed Program Reviews in the **IEC Assessment Report 2020-2021**.
 3. The EVP, as the convening officer for the IEC, was added.
- ii.** After considering all the recommendations, the VPASA made a motion to approve the **IEC Assessment Report 2020-2021**, seconded by the Faculty Senate Representative. The motion was approved by the majority with no abstentions.

APPROVAL

With the recommendations, the IEC Assessment Report 2020-2021 was approved.

b. Draft Participatory Governance Handbook

i. Committee Discussions/Recommendations:

1. Include the expectations of the committee members.
2. Include a Decision-Making Process Flowchart
3. The linkage between CMI values and the Participatory Governance principles was recommended to be included.
4. Open Meeting Agenda's Dissemination Process
5. To ensure the inclusion of the annual Committee Assessment Reports and a sample of the template.



- ii. The Chairperson recommended that this be deferred for the taskforce to further review, in consideration to the comments/feedbacks made in regards to the Participatory Governance Handbook (draft).

3. Subcommittee and Working Group Updates:

a. **Data Governance- Director of IRA**

i. **Career & Technical Education Data Dictionary (draft)**

1. After being reviewed, the VPBAA moved to approve the **CMI Data Dictionary Career & Technical Education**. The Dean of WAVES seconded the motion, as it was successfully passed by the majority with no abstentions.

APPROVAL

Having no corrections, the CMI Data Dictionary Career & Technical Education was approved as presented.

- ii. The approved **CMI Data Dictionary Career & Technical Education** will be submitted by the Director of IRA to be reviewed by the CIAO, Enrollment Management Committee's Subcommittee.

iii. **Academically At-Risk Definition (draft)**

1. After being thoroughly reviewed and discussed, the Chairperson recommended a "first read" of the document for the IEC members.

b. **AUO Working Group**

- i. **Outcomes and Assessments Definitions**
- ii. **Assessment Handbook**

c. **ISLO Assessment Working Group**

- i. **ISLO Assessment Cycle**

4. FACETS Update

a. **Update on FACETS Group 1-2**

b. **Update on FACETS Cycle Group 1-6**

c. **Asana FACETS Project**

d. **VPBAA Area AUOs**

i. **Committee Discussion/Recommendations**

1. Change "AUO" to "SAO"
2. Inclusion of the Emergency Response Plan for the College
 - a. The VPBAA will ensure this recommendation is addressed and included by working with the Safety and Security's Director and the Physical Plant's Director.
3. KPIs will be shared to the IEC by the VPBAA.
4. Physical Plant's percentage of satisfaction can be omitted for its AUO 1 & 2.



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- a. Ways to measure the student's and staff satisfaction in regards to the facilities and ground conditions and the resources available at the College.
 - i. The Physical Plant AUOs should be revised, making sure the stated percentage, 75%, be considered as the benchmark.
 - ii. The Chairperson tasked the Director of IRA to assist the Physical Plant Director, the Financial Aid Director, the FABS Director, and the Safety and Security's Director in finalizing their department's AUOs and re-submit to the VPBAA.
5. After the revisions and recommendations are made, the Committee will vote on this electronically.

e. Discuss Recommendation 1 of ACCJC Letter

5. MAPS Cycle 2 Update

a. Next Steps: Group 2 Share Phase

i. 4-Column Reports

6. Wotje DEC Outcomes and Mission

7. Accreditation Update

- a. Standard IA4: The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary.

8. Plan of Work for the Committee 2021-2022

Matters for the Next Meeting

1. The Agenda Items from 3.A.III - 4.C and 4.E - 8, were deferred until the next IEC meeting on September 22, 2021.

ADJOURNMENT

The IEC's *second* meeting for August 2021 was adjourned at 12:15pm.




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Concurred By:

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William Reiher, EVP
Chairperson, IEC

Approval Date:

September 22, 2021