



Institutional Effectiveness Committee
11:10 a.m., October 27, 2021
CMI 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
Angela Franklin	Dean of Student Services
Rigieta Lord (Excused)	Dean of WAVES
Cheryl Vila	Director of Institutional Research and Assessment
Agnes Kotoisuva	Director of Human Resources
Alan Keoni Murphy	<i>for</i> Grant Coordinator/Writer
Oyinade Ogunmokun	Curriculum Committee Chairperson
Rosina Korean	Faculty Senate Representative
Verenaisi Bavadra (Excused)	Staff Senate Representative I
Jakio Lanwe	Staff Senate Representative II
Lucky Laik	Student Representative

ATTENDEES via ZOOM

Stanley Lorennij (Not Present)	Vice President of Land Grant
Va Savu (Not Present)	Dean of Academic Affairs

The Institutional Effectiveness Committee's *second* meeting for October 2021, was called to order by the Chairperson at approximately 11:17 a.m.

The mission was recited by the Assistant to the Grant's Coordinator/Writer.

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from September 22, 2021, were reviewed by the committee. After the committee reviewed the **MINUTES**, the VPASA made a motion to approve the **MINUTES**. The Faculty Senate Representative seconded the motion, as the motion was carried successfully with no abstention.

DECISION



With no corrections, the IEC meeting MINUTES for September 22, 2021, were approved as presented.

2. Action Items

a. Financial Aid Mission and SAOs

- i. The IEC members thoroughly reviewed and made changes to the FAO Mission.
 - 1. The IRA Director made a motion to approve the changes to the FAO Mission, seconded by the Dean of Student Success. The motion was carried unanimously with no abstentions.

DECISION

With the modifications, the FAO’s Mission was approved, as presented.

- ii. The IEC continued thoroughly reviewing the Financial Aid Office’s SAOs.
 - 1. The IRA Director made a motion to approve, seconded by the Faculty Senate Representative. The motion passed successfully with no abstentions.

DECISION

With no modifications, the Financial Aid Office SAOs were approved, as projected.

b. WAVES Mission Statement

- i. Having no objections, the HR Director moved to approve, seconded by the VPASA.
 - 1. The motion was approved with no abstentions.

DECISION

The WAVES Mission Statement was approved, as presented.

3. Subcommittee and Working Group Updates:

a. Data Governance- Director of IRA

- i. **Terms of Reference**
 - 1. The Director of IRA presented the changes to the Data Governance’s TOR to the IEC members.

DECISION



With no objections, the updated Data Governance Committee's TOR was approved.

ii. Facilities Data Dictionary

1. After having their "first read," the HR Director moved to approve the *Facilities Data Dictionary*. The Faculty Senate Representative seconded the motion, as the motion was carried unanimously by the majority, with no abstentions.

DECISION

With the recommendation that the Facilities Data Dictionary be referred to the Facilities and Security Committee per reference purposes, the Facilities Data Dictionary was approved as presented.

iii. PS Course Data Dictionary

1. The VPASA moved to approve the PS Course Data Dictionary. The motion was seconded by the Director of IRA, and the motion was carried successfully with no abstentions.

DECISION

The PS Course Data Dictionary was approved, as projected.

b. AUO Working Group -*Deferred for the next meeting.*

- i. Outcomes and Assessments Definitions
- ii. Assessment Handbook
- iii. Process for Setting Up a New Service Area

c. ISLO Assessment Working Group

- i. ISLO Assessment Cycle
 1. This was approved on July 28, 2021.
(Please refer to the IEC MINUTES for July 28, 2021.)

4. FACETS Update -Director of IRA

a. Update on FACETS Groups

- i. As per the Director of IRA, most of Groups 1-2, have completed their Program Reviews.
- ii. Groups 3-4 have only 2 units that are doing the process.
- iii. 50% of groups 5-6 have completed their Program Reviews.



1. Program Reviews are to be completed by December 2021.
2. Most of the “outcomes” in Group 6, have not been approved.
3. The IEC members discussed ways in improving the Program Review status for the units that have not progressed.
 - a. The Chairperson/EVP will email the Supervisors to remind them to update their Asana status.
 - b. The Director of IRA shared with the IEC members of the upcoming Program Review Day that’s scheduled for November 5, 2021.

b. Update on FACETS Cycle Group 1-6

c. Asana FACETS Project Cycle 1

- i. The Chairperson/EVP shared that 19/48 (40%) have not started their Program Reviews.
 1. The Chairperson/EVP will email the department Supervisors in regards to this.
 2. The Director of IRA shared with the IEC members of the upcoming Program Review Day that’s scheduled for November 5, 2021.
 - a. The Director of IRA will send an announcement to the CMI Community on Monday, November 1, 2021.

5. MAPS Cycle 2 Update - *Deferred for the next meeting.*

a. Next Steps: Group 2 Share Phase

i. 4-Column Reports

b. Meta Data Analysis Report

6. Learning Designer Mission and AUOs - *Deferred for the next meeting.*

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 - *Deferred for the next meeting.*

Matters for the Next Meeting

1. The Agenda Items from 3.B - 3.C and 5-8, were deferred due to the interest of time, and will be further discussed and reviewed in the next IEC meeting on November 10, 2021.

ADJOURNMENT

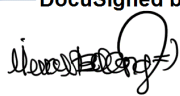
The IEC’s *second* meeting for October 2021, was adjourned at 12:15pm.



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

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

Submitted By:

DocuSigned by:

D04F36FDE82B468...

Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

65AD6D4E022F487...

William Reiher, EVP
Chairperson, IEC

Approval Date:

November 10, 2021