



Institutional Effectiveness Committee
11:10 a.m., September 22, 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
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	Staff Senate Representative I
Jakio Lanwe	Staff Senate Representative II
Lucky Laik	Student Representative

ATTENDEES via ZOOM

Stanley Lorennij (NP due to Technical Difficulties)	Vice President of Land Grant
Va Savu (Not Present)	Dean of Academic Affairs

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

The Mission was recited by the Committee.

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from September 8, 2021, were reviewed by the committee. After the committee reviewed the **MINUTES**, the HR Director made a motion to approve the **MINUTES**. The Curriculum Committee's Chairperson seconded the motion, as the motion was carried successfully with one abstention.

APPROVAL

With no corrections, the IEC meeting MINUTES for September 8, 2021, were approved as presented.



2. Action Items

a. Participatory Governance Handbook (Draft)

i. Committee Discussions/Recommendations:

1. The EVP will work with the IT Director in regards to the Decision-Making Process Flowchart recommendations.

ii. DECISION:

1. The Dean of Academic Affairs made a motion to approve, with the changes, the drafted *Participatory Governance Handbook*. The motion was seconded by the Staff Senate Representative I, as the motion was passed successfully by the majority with no abstentions.

APPROVAL

With the modifications recommended, the *Participatory Governance Handbook (draft)*, was approved as projected.

3. Subcommittee and Working Group Updates:

a. Data Governance- Director of IRA

i. Academically At-Risk Definition

1. DECISION:

- a. The HR Director moved to approve, seconded by the Curriculum Committee Chairperson. The motion was carried unanimously by the majority with no abstentions.

APPROVAL

With no corrections, the *Academically At-Risk Definition*, was approved as presented.

ii. Facilities Data Dictionary

1. The Committee proposed that the *Facilities Data Dictionary (draft)*, be referred to the Facilities and Securities' Committee per their review and feedback.

iii. PS Course Data Dictionary (Proposed)

1. The Chairperson allowed the Committee member's their "first read" on the proposed document.

iv. Data Governance Committee TOR (Updated)

1. After being presented by the Director of IRA, the Chairperson allowed the IEC members their "first read" on the updated *Data Governance Committee TOR*.



- b. AUO Working Group - *Deferred for the next meeting.*
 - i. Outcomes and Assessments Definitions
 - ii. Assessment Handbook
- c. ISLO Assessment Working Group
 - i. ISLO Assessment Cycle
- 4. **FACETS Update** - *Deferred for the next meeting.*
 - a. Update on FACETS Group 1-2
 - b. Update on FACETS Cycle Group 1-6
 - c. Asana FACETS Project Cycle 1
 - d. Asana FACETS Projects Cycle 2
 - e. VPBAA Area AUOs
 - i. After the revisions and recommendations are made, the Committee will vote on this electronically.
 - f. Discuss Recommendation 1 of ACCJC Letter
- 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 - 8, were deferred due to the interest of time, and will be further discussed and reviewed in the next IEC meeting on October 13, 2021.

ADJOURNMENT

The IEC's *second* meeting for September 2021, was adjourned at 12:10pm.



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Concurred By:

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William Reiher, EVP
Chairperson, IEC

Approval Date:

October 27, 2021