



**Institutional Effectiveness Committee**  
**11:10 a.m., November 10, 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
Stanley Lorennij	Vice President of Land Grant
Angela Franklin	Dean of Student Services
Rigieta Lord	Dean of WAVES
Cheryl Vila ( <b>Excused</b> )	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 ( <b>Excused</b> )	Staff Senate Representative I
Jakio Lanwe	Staff Senate Representative II
Lucky Laik ( <b>Not Present</b> )	Student Representative
<b>ATTENDEES via ZOOM</b>	
Hatty Kabua	Grant Coordinator
Va Savu ( <b>Not Present</b> )	Dean of Academic Affairs

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

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

**1. Approval of Previous Meeting Minutes**

- a. The draft Minutes from October 27, 2021, were reviewed by the committee. After the committee reviewed the **MINUTES**, the HR Director made a motion to approve the **MINUTES**. The Faculty Senate Representative seconded the motion, as the motion was carried successfully with no abstention.

**APPROVAL**

With no corrections, the IEC meeting MINUTES for October 27, 2021, were approved as presented.

**2. Action Items****a. Service Area Outcomes****i. FABS SAOs**

1. The VPLG moved to approve, seconded by the VPBAA. The motion was carried unanimously by the majority with no abstentions.

**APPROVAL**

With no modifications, the FABS SAOs were approved as presented.

2. The approved FABS SAOs can be found at: <https://docs.google.com/document/d/1HsDW47edtwZkhDjzBiV>

**ii. Safety and Security SAOs**

1. The Committee thoroughly discussed SAO 2 and how it was relevant to CMI.
  - a. *SAO 2: “uses healthy, friendly, and safe learning, working, and living environments.”*
2. After a thorough discussion, a third SAO was added by the Committee:
  - a. *SAO 3: “access appropriate and timely reports related to the safety and security of the campus and fulfilling regulatory obligations.”*
3. The VPBAA will coordinate with the Director of IRA in regards to the SAO’s Assessment Plan.
4. After being thoroughly reviewed, and the VPBAA providing further clarification to the IEC members in regards to the SAOs Assessment Plans, the Director of HR moved to approve the Safety and Security SAOs, seconded by the Dean of WAVES. The motion was successfully passed by the majority with no abstentions.

**APPROVAL**

With the minor modifications, the Safety and Security SAOs were approved as projected.



5. The approved Safety and Security SAOs can be found at: <https://docs.google.com/document/d/1uleLrtPfZLjIMhVDxMz9N>

### iii. Physical Plant SAOs

1. After being thoroughly reviewed, the VPBAA requested the IEC to consider SAO 1 and SAO 4. SAO 2 and SAO 3 will be revised and resubmitted for the IEC's review and approval by Friday, November 12, 2021.
  - a. This will differentiate and show in regards to the mechanical division only.
  - b. SAO 2 and SAO 3 will be voted on electronically.
2. The VPLG moved to approve the Physical Plant SAOs, seconded by the Assistant to the Grant Coordinator/Writer. The motion was carried unanimously by the majority with no abstentions.

#### APPROVAL

The Physical Plant SAO 1 and SAO 4 were approved as presented.

3. The approved Physical Plant SAOs can be found at: <https://docs.google.com/document/d/1ROll65sqtiXqgk0fCn4csEof>

### iv. Learning Designer Mission and SAOs

1. The *Learning Designer Office* was changed to the *Learning Designer Unit*.
2. After the Mission Statement and the SAOs for the Learning Designer Unit were reviewed, the VPLG moved to approve. The VPBAA seconded the motion, as the motion was successfully approved with no abstentions.

#### APPROVAL

With the minor modifications, the Learning Designer Mission and SAOs were approved.

3. The approved Learning Mission and SAOs can be found at: [https://docs.google.com/document/d/1kFzIJxPb9F\\_djIHml-dFJTX](https://docs.google.com/document/d/1kFzIJxPb9F_djIHml-dFJTX)

### 3. Subcommittee and Working Group Updates: *Deferred for the next meeting.*

- a. Data Governance
- b. AUO Working Group



- i. Assessment Handbook (Under Development)
    1. Outcomes and Assessment Definitions
  - ii. Process for Setting Up a New Service Area (Under Development)
4. **FACETS Update -Director of IRA**
  - a. Report on Program Review Day (Director of IRA)
  - b. Update on FACETS Groups 1-2
  - c. Update on FACETS Cycle Group 1-6
  - d. Asana FACETS Project Cycle 2
    - i. The IEC selected the Working Group representatives from each group. The selected representatives were:
      1. Group 1: Rosie Koroi
      2. Group 2: Meyar M. Laukon
      3. Group 3: Tarry Henos
      4. Group 4: Hatty Kabua
      5. Group 5: Rosie Koroi
      6. Group 6: Bonifacio Sanchez
    - ii. The EVP and the Director of IRA will convene formulating the Working Groups to start the reviewing process for the completed Program Reviews.
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. **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.
7. **Plan of Work for the Committee 2021-2022 - *Deferred for the next meeting.***

### **Matters for the Next Meeting**

1. The Agenda Items from 3 and 5-7, were deferred due to the interest of time, and will be further discussed and reviewed in the next IEC meeting on November 24, 2021.

### **ADJOURNMENT**



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The IEC's *first* meeting for November 2021, was adjourned at 12:17 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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William Reiher, EVP  
Chairperson, IEC

Approval Date:

November 24, 2021