



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

Accredited by the Western Association of Schools and Colleges

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

Institutional Effectiveness Committee
11:10 a.m., December 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
Stanley Lorennij	Vice President of Land Grant
Angela Franklin (Not Present)	Dean of Student Services
Rigieta Lord	Dean of WAVES
Cheryl Vila	Director of Institutional Research and Assessment
Agnes Kotoisuva	Director of Human Resources
Oyinade Ogunmokon	Curriculum Committee Chairperson
Rosina Korean	Faculty Senate Representative
Alan Keoni Murphy	<i>for</i> Grant Coordinator
Verenaisi Bavadra	Staff Senate Representative I
Jakio Lanwe (Not Present)	Staff Senate Representative II
Lucky Laik (Not Present)	Student Representative
ATTENDEES via ZOOM	
Va Savu (Not Present)	Dean of Academic Affairs

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

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from November 24, 2021, were reviewed by the Committee.
 - i. The VPASA suggested that "**DE Center Ebeye**" be changed to "**CMI Ebeye Center**."
 - ii. 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 one abstention.

DECISION



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With the recommendation suggested by the Committee members, the IEC meeting MINUTES for November 24, 2021, were approved.

2. Action Items

a. Service Area Outcomes

i. Physical Plant SAOs

1. The Chair updated the Committee in regards to his meeting with the Physical Plant department as requested by the VPBAA.

a. The Chair and the IR Director's assisted the Physical Plant Director and Assistant Director in amending the SAOs that sought IEC's approval.

- i. **SAO 2:** experience a safe and clean learning and working environment because HIPPO Maintenance System preventative maintenance and demand work order for CMI facilities maintenance are completed properly and in a timely manner.
- ii. **SAO 3:** experience a safe and clean learning and working environment because CMI spaces and grounds are maintained properly and in a timely manner.

1. The Committee reviewed and discussed the difference between the job responsibilities of the Assistant Directors of the Physical Plant department, and suggested that a "*preventative maintenance plan*" should also be included in the SAO 2.

a. Due to the significant similarities of SAO 2 and SAO 3, it was recommended by the Committee that the Physical Plant department use the previously approved AUOs to complete their Program Reviews.

2. The Committee also discussed that some of the areas of responsibility for the Physical Plant were not reflected in any of the SAOs:

- a. Equipment Rental
- b. Setting Up for Events



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- i. New SAOs are to be developed and brought forth for the IEC's review.
3. After careful consideration, the VPLG made a motion for the IEC to approve the Physical Plant department to use the previously approved AUOs to complete their Program Reviews. The motion was seconded by the Dean of WAVES, and was successfully passed by the majority with no abstentions.

DECISION

As approved, the Physical Plant Department will use the previously approved AUOs to complete their Program Reviews.

b. Data Disaggregation - How Do We Categorize Students Economically?

- i. Identify Student's Source of Income
 1. FAFSA Form
 - a. Parent's Income/Other Sources of Income
 - i. This was tasked to the Director of IRA and the Community Liaison, Protocol, and Logistics Officer. An update on this task will be given in the next IEC meeting on January 12, 2022.

3. Subcommittee and Working Group Updates:

a. Data Governance

- i. Data Definition: Post Secondary - Student

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. Update on FACETS Groups 1-2

b. Update on FACETS Cycle Group 1-6

c. Asana FACETS Project Cycle 1

- i. The IEC went through the Asana FACETS FA19-SP22 to determine which program reviews were not completed, had been delayed, or needed revision.



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- ii. The Committee decided that the deadline for the Program Reviews will be ***December 31, 2021.***
- iii. The Director of IRA and the taskforce will start reviewing the completed Program Reviews on Friday, December 10, 2021. However, if necessary, the taskforce will also reconvene their review session on Tuesday, December 14, 2021. All the completed Program Reviews will be reviewed by the IEC on Wednesday, January 12, 2022.
 1. **Group 1:**
 - a. **Delayed**
 - i. Program (BUS) - Business AA
 1. Sent back for revision
 2. **Group 2:**
 - a. **Delayed**
 - i. Learning Designer
 1. This is not ready for review but it's in process.
 - ii. Nuclear Institute
 1. This will be worked on during the Christmas break.
 - iii. Academic Support Program
 1. Further delayed
 3. **Group 3**
 - a. **Exempted**
 - i. Program - Career and Technical Education
 1. The IEC agreed to exempt the CTE Program from the first cycle, allowing more time for the program to develop.
 2. The Dean of WAVES was recommended to use the WAVES Mission for the CTE Programs for the second cycle program review.
 4. **Group 4**
 - a. All have completed.
 5. **Group 5**
 - a. **Needed Revision**
 - i. Marine Science CCT
 - b. **Delayed**
 - i. Accounting Clerkship CC
 - ii. Special Education CC



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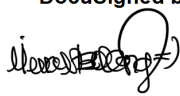
- iii. Marshallese Language Arts CCT
- iv. Public Health CCT
- c. **Not Yet Started**
 - i. Marshallese Social Studies CCT
- 6. **Group 6**
 - a. **Delayed**
 - i. Safety and Security

- 5. **MAPS Cycle 2 Update** - The Chairperson will contact the Dean of Academic Affairs in regards to the MAPS Cycle 2 update.
 - a. **Next Steps: Group 2 Share Phase**
 - i. **4-Column Reports**
 - b. **Meta Data Analysis Report**

ADJOURNMENT

The IEC's *first* meeting for December 2021, was adjourned at 12:10 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:

January 12, 2022