



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., November 24, 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 (Not Present)	Vice President of Business and Administrative Affairs
Stanley Lorennij (Not Present)	Vice President of Land Grant
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
Oyinade Ogunmokun	Curriculum Committee Chairperson
Rosina Korean	Faculty Senate Representative
Verenaisi Bavadra (Excused)	Staff Senate Representative I
Jakio Lanwe (Not Present)	Staff Senate Representative II
Lucky Laik (Not Present)	Student Representative

ATTENDEES via ZOOM

Hatty Kabua	Grant Coordinator
Va Savu (Not Present)	Dean of Academic Affairs

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

The mission was recited by the Chairperson/EVP.

1. Approval of Previous Meeting Minutes

- a. The draft Minutes from November 10, 2021, were reviewed by the committee.
 - i. The VPASA suggested that the approved text versions of the SAOs should be included in the MINUTES.
 - ii. 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 one abstention.



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APPROVAL

With the recommendation suggested by the Committee members, the IEC meeting MINUTES for November 10, 2021, were approved.

2. Action Items

a. Service Area Outcomes

i. Physical Plant SAOs

1. There was no update in regards to the Physical Plant SAO from the VPBAA. However, the Chair/EVP will follow up with the VPBAA in regards to the Physical Plant SAOs that were to be finalized and disseminated for electronic approval by the IEC.

3. Subcommittee and Working Group Updates:

a. Data Governance

- i. No Report

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)

- i. There were 13 participants that showed up for the Program Review Day, including 3 of the CMI Centers.
- ii. The IRA Director shared with the Committee the feedback results from the Program Review Day.
- iii. Physical Plant and Facilities are half way through their program reviews.
- iv. VCARP is progressing and the CMI Centers are almost finished with their program reviews.
- v. One of the suggestions from the participants was to have more one on one Program Review Day.
- vi. For individuals that did not attend the Program Review Day and have not submitted their program reviews, their supervisors will be notified immediately by the IEC Chair/EVP for further necessary actions.

b. Update on FACETS Groups 1-2

c. Update on FACETS Cycle Group 1-6

d. 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.
 1. **Group 1:**



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- a. **Delayed**
 - i. Program (BUS) - Business AA
2. **Group 2:**
 - a. **Delayed**
 - i. Learning Designer
 - ii. Nuclear Institute
 - iii. Academic Support Program
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. CMI Ebeye Center needs more work but is moving forward.
5. **Group 5**
 - a. **Needed Revision**
 - i. Elementary Education CCT in Teaching
 - ii. Marine Science CCT
 - b. **Delayed**
 - i. Accounting Clerkship CC
 - ii. Special Education CC
 - iii. Marshallese Language Arts CCT
 - iv. SPC Basic Fisheries Observer
 - v. Standard for Training, Certification and Watchkeeping (STCW) Certificate
 - vi. Public Health CCT
 - vii. Carpentry Certificate Program (VCARP)
 1. The VCARP is delayed but is progressing.
 - c. **Not Yet Started**
 - i. **Marshallese Social Studies CCT**
6. **Group 6**
 - a. **Delayed**
 - i. Physical Plant mechanical and Electrical
 - ii. Procurement
 - iii. Accounting



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- iv. Financial Aid
- v. Safety and Security

b. Not Yet Started

i. Physical Plant Grounds and Maintenance

- ii. As per the Director of IRA, only 8 units may not be able to be completed by December 1, 2021.
 - 1. According to the IEC Chair, the President has instructed that all unfinished program reviews might conflict with the specific staff/faculty's Christmas break.
 - 2. The program reviews must be completed before the program review assignees will be allowed to go on vacation.
 - 3. An email will be sent from the IEC to the directors in regards to any unfinished program reviews.
 - 4. The Chair suggested that program reviews should be stated and included in the director's work plans should he/she be responsible in ensuring that a program review must be completed and submitted at the end of a cycle.

e. 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. Director of IR Cheryl will facilitate the work of the Working Group
- iii. The Chair shared that the task force working group, led by the Director of IRA, will start meeting at lunchtime on November 26, 2021.
 - 1. From November 29th - December 3rd, the task force will be reviewing the "completed" program reviews from Groups 1-3, and will bring forth for IEC review on December 8, 2021.
 - a. The remaining program reviews will continue to be assessed by the task force and the IEC in January 2022.
- iv. The VPASA suggested that the process and the template needed to be reviewed by the Committee before Cycle 2 starts.
 - 1. The Chair assured that this will be looked into starting in January 2022.

f. Program Review Assessment Rubrics



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- i. The Chair/EVP shared with the Committee the Program Review Assessment Rubrics per their information.
- ii. This will be used by the task force working group when reviewing the program reviews.

g. Program Review Assessment (Google Form)

- i. The VPASA and the Director of IRA shared and discussed with the Committee the scoring process used when the program reviews are evaluated by the task force working group.
 - 1. The Director of IRA will do a presentation during the CMI Retreat on November 26th, on “Why We Do Program Reviews?”

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

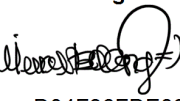
- i. **4-Column Reports**

b. Meta Data Analysis Report


ADJOURNMENT

The IEC’s *second* meeting for November 2021, was adjourned at 12:15 p.m.

Submitted By:

DocuSigned by:

 D04E36FEDE82B468...
 Meria N. Bollong
 Secretariat Officer, EC

Concurred By:

DocuSigned by:

 65AD6D4E022F487...
 William Reiher, EVP
 Chairperson, IEC

Approval Date:

December 8, 2021