



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  
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**Institutional Effectiveness Committee  
11:10 a.m., March 9, 2022  
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 ( <b>Not Present</b> )	Vice President of Business and Administrative Affairs
Stanley Lorennij ( <b>Not Present</b> )	Vice President of Land Grant
Angela Franklin	Dean of Student Services
Vasemaca Savu	Dean of Academic Affairs
Rigietta 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
Hatty Kabua	Grant Coordinator
Jakio Lanwe	Staff Senate Representative II
Lucky Laik ( <b>Not Present</b> )	Student Representative

**ATTENDEES via ZOOM**

Verenaisi Bavadra ( <b>Not Present</b> )	Staff Senate Representative I
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The Institutional Effectiveness Committee's *first* meeting for March 2022, was called to order by the Chairperson at approximately 11:25 a.m.

**1. Mission Statement**

- a. The meeting started off with the mission statement being recited by the CC Chairperson.

**2. Approval of Previous Meeting MINUTES**

- a. The draft Minutes from **February 23, 2022**, were reviewed by the Committee.
  - i. After the committee reviewed the **MINUTES**, the VPASA made a motion to approve the **MINUTES**. The VPBAA seconded the motion, as the motion was carried successfully with no abstention.

**DECISION**



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**With the minor corrections, the IEC meeting MINUTES for February 23, 2022, were approved.**

### **3. Action Items**

#### **a. Report from the Non-Completed PRs:**

##### **i. Report from Non-Completed PRs**

1. There weren't departmental reports for the non-completed PRs.

##### **ii. FACETS Cycle 1 Lessons Learnt**

1. The Director of IRA shared 3 of the general feedback from the documentation provided to the IEC.

a. The difficulty of understanding the Nuventive platform.

b. There's a lack of Supervisor coaching in regard to data disaggregation.

i. Program reviewers started their review at the last minute even though the process was designed to span two years.

ii. As a result, the supervisors only approved the F and T phases in Nuventive.

c. There's not a specific template or guide in creating and reporting AUO/PLO/SAO.

2. It was recommended that the document be organized in a table format recognizing the problems and the solutions during the FACETS Cycle 1 process.

a. This was to be developed and will be submitted for the IEC's consideration once it was completed.

b. The IEC discussed the possible broader institutional issues that also needed to be addressed. For example:

i. Data Disaggregation

ii. Supervisor Communication

iii. Many systems used at CMI: Nuventive, Asana

1. Ways to better utilize the available systems at CMI (As per the Chairperson/EVP, this will be brought up for discussion with the SLT)

a. Asana - internal communications

b. Email - external communications

i. The IEC members discussed the need for further training before enforcement.



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- ii. One of the issues would be linking the outside systems into Asana.
- iii. **Localizing CMI's Values**
  1. As agreed in previous IEC meetings, the Chairperson/EVP reminded the Committee of its recommendation that CMI Values shouldn't be ranked or numbered.
  2. As a result and due to technical difficulties with the internet connection, the EVP shared a hard copy image of the CMI Values that were recommended by the President to be placed on an "obon," with the IEC members.
    - a. The VPBAA recommended that the "obon" be crafted by the local handcrafters, framed, and placed in each of CMI's buildings, displaying CMI's values.
      - i. The Dean of SS seconded the motion, as the motion was passed by the majority with no abstentions.

#### **DECISION**

**Having CMI's Values to be put on an "obon," and placed in each of its buildings, the recommendation was approved.**

- iv. **Prioritized Programmatic Initiatives**
  1. The Chairperson/EVP shared the results of the survey in regards to the Prioritized Programmatic Initiatives.
    - a. There were 8 individuals that responded.
    - b. The highest scored initiative was the College Preparatory Program
    - c. As the members thoroughly reviewed the initiatives, there were initiatives that were already in place. For example: Recruitment of an Assistant Director of FAO
    - d. The VPBAA recommended that the IEC review the initiatives for reconsideration in the next IEC meeting on March 23, 2022.
      - i. Although the initiatives were prioritized, the VPBAA recommended that the document needed to be reviewed in regards to the possible resource allocations for the initiatives.



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1. Initiatives that have been addressed/funded should be taken off from the list before the initiative list is forward to the Budget Committee for consideration.
- ii. It was suggested and discussed that the complete prioritization list should be forwarded to the SLT for information and consideration.
- iii. The VPASA suggested that an evaluation should be considered by the IEC in regards to a department's capacity to fulfill their work plan.
  1. It was suggested that the evaluation should be included in the prioritization criteria.
- iv. Possible in-house training was also discussed by the members in regards to the Firefighting System initiative.
- e. The VPASA moved to approve, on the subject that the EVP and the VPBAA will finalize the Prioritization List, removing the initiatives that have been funded from current budgets and have already been implemented.
  - i. The Dean of WAVES seconded the motion, as it was successfully passed by the majority with no abstentions.

#### DECISION

**In subject that the initiatives that have already been implemented, or initiatives that have been accommodated by other budget resources be removed, the Prioritization List for FACETS Cycle 1, was approved.**

#### **4. Subcommittee and Working Group Updates:**

- 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)

#### **5. FACETS Update**

- a. **Cycle 2 Update**



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## 6. Participatory Governance

### a. Participatory Governance Task Force

- i. The Chairperson/EVP shared the following EC recommendation with the IEC members:
  1. The EC recommended that the Participatory Governance Task Force convene to conduct training on how “substantial voice” can be exercised at CMI.
    - a. As per the Chairperson/EVP, the task force will reconvene in coordination with the VPASA in addressing EC’s recommendation.

## 7. Integrated Planning Cycle: Prioritization

- a. **Compilation of the Programmatic Initiatives**
- b. **Scoring of Initiatives by the IEC**

## 8. Master Planning Update

- a. **Finance Wapepe - Draft**
- b. **CMI Values Review & Analysis of Results**

## 9. ISLO Assessment Update

## 10. Accreditation Update

- a. **Standard I.B.1: *The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.***
  - i. The IEC discussed how and where the standard was practiced at CMI. The following areas were brought up:
    1. IEC
    2. The Chairperson/EVP shared with the IEC members that the IRA department was working on an Equity Dashboard, which was still under development.
    3. Curriculum Committee
    4. LEAP Committee
    5. Faculty In-Service/Symposiums
    6. Staff/Faculty Retreats
  - ii. The Dean of SS mentioned the importance of “student equity,” and shared the following:
    1. Student’s learning and achievements needed to be considered more efficiently.
    2. Additions to the disciplinary codes needed to be carefully considered, to ensure that students are treated fairly.

## 11. Plan of Work for the Committee this Year



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**ADJOURNMENT**

The IEC's *first* meeting for March 2022, was adjourned at 12:05 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

89BEB3BDDC23455...  
Dr. Elizabeth Switaj, VPASA  
Co-Chairperson, IEC

Approval Date:

March 23, 2022