



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., June 8, 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 (**Not Present**)

Vice President of Business and Administrative Affairs

Waisiki Baleikorocau

for Dean of Academic Affairs

Rigieta Lord (**Not Present**)

Dean of WAVES

Cheryl Vila

Director of Institutional Research and Assessment

Agnes Kotoisuva

Director of Human Resources

Rosina Korean (**Not Present**)

Faculty Senate Representative

Hatty Kabua

Grant Coordinator

Jakio Lanwe

Staff Senate Representative II

Lucky Laik

Student Government Association Representative

ATTENDEES via ZOOM

Stanley Lorennij (**Not Present**)

Vice President of Land Grant

Angela Franklin

Dean of Student Services

Verenaisi Bavadra

Staff Senate Representative I

Oyinade Ogunmokon

Curriculum Committee Chairperson

The Institutional Effectiveness Committee's *first* meeting for June 2022, was called to order by the Chairperson at approximately 11:10 a.m.

1. Mission Statement

- a. The meeting started off with the mission statement being recited by the Student Government Association's Representative.

2. Approval of Previous Meeting MINUTES

- a. The draft Minutes from **May 11, 2022**, were reviewed by the Committee.
 - i. After the committee reviewed the **MINUTES**, the Vice President of Academic and Student Affairs made a motion to approve the **MINUTES**. The Director of IRA seconded the motion, as the motion was carried successfully with no abstention.



DECISION

With no corrections, the IEC meeting MINUTES for May 11, 2022, were approved, as presented.

3. Action Items

a. Participatory Governance Policy

- i. After careful consideration of the policy by IEC, and ensuring that the senate groups had reviewed the policy, the IRA Director made a motion to approve the *Participatory Governance Policy*.
- ii. The motion was seconded by the Staff Senate Representative I, and was unanimously passed by the majority with no abstentions.

1. DECISION

- a. **With no further modifications, the *Participatory Governance Policy*, was approved, as presented.**

b. Student Achievement KPIs

- i. The *CMI Institutional Student Achievement Key Performance Indicators (KPI) As of Fall 2021*, was presented by the IRA Director to the IEC members.
- ii. The IRA Director shared the following:
 1. CMI had not achieved the ISS and the stretch goal regarding its Course Completion Rate.
 - a. ISS: 72.7%
 - i. Actual Course Completion Rate: 65.5%
 - b. Stretch Goal: 82.7%
 - i. Actual Course Completion Rate: 65.5%
 2. **Graduation Data-Bachelor's Level**
 - a. CMI had achieved its ISS and its stretch goal.
 - i. ISS: 10
 1. Actual Number of Graduates: 29
 - ii. Stretch Goal: 14
 1. Actual Number of Graduates: 29
 3. The Director of IRA thoroughly explained the ISS and the Stretch Goal results.



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- a. CMI had achieved its stretch goal for the following:
 - i. Graduation Data for the Bachelor's Level
 - ii. Graduation Data for the Associates's Level
 - iii. Graduation Data for the Certificate Level
 - iv. Retention Rate - Fall to Spring (Full Time Only, All Students)
- 4. Fall to Fall Retention Rate,**
 - a. CMI had achieved its ISS, and had not achieved its stretch goal.
 - i. ISS: 55%
 1. Actual Retention Rate: 55%
 - ii. Stretch Goal: 73%
 1. Actual Retention Rate: 55%
- 5. Full Time Headcount (Fall Only, All Students)**
 - a. CMI had not achieved its ISS and its stretch goal.
 - i. ISS: 702
 1. Actual Full Time Headcount: 642
 - ii. Stretch Goal: 825
 1. Actual Full Time Headcount: 642
- 6. 150% Graduation Rate (Degree Seeking, First Time, Full Time, Fall)**
 - a. CMI had achieved its ISS but not its stretch goal.
 - i. ISS: 15%
 1. Actual Graduation Rate: 19%
 - ii. Stretch Goal: 23%
 1. Actual Graduation Rate: 19%
- 7. 200% Graduation Rate (Degree Seeking, First Time, Full Time, Fall)**
 - a. The ISS and the stretch goal were not achieved.
 - i. ISS: 25%
 1. Actual Graduation Rate: 16%
 - ii. Stretch Goal: 25%
 1. Actual Graduation Rate: 16%
- 8. Job Placement Rate**



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a. As per the IRA Director, referencing the data, CMI did well with a rate of 70%.

i. ISS: 30 %

1. Actual Job Placement Rate: 70%

ii. Stretch Goal: 50%

1. Actual Job Placement Rate: 70%

9. Short Term CTE Employment

a. CMI had achieved both its ISS and its stretch goal.

i. ISS: 10

1. Actual Job Placement Count: 14

ii. Stretch Goal: 34

1. Actual Job Placement Count 14

10. Transfer Rate

a. CMI had achieved its ISS, but did not achieve its stretch goal.

i. ISS: 10%

1. Actual Transfer Rate: 35%

ii. Stretch Goal: 45%

1. Actual Transfer Rate: 35%

11. AP/IE English ENG 111 Pass Rate (A year After AP/IE ENG Class)

a. CMI had not achieved its ISS and its stretch goal.

b. The actual ENG 111 passing rate of 21.67% were not students who failed the course, however, the rate also included the students that had not taken ENG 111 but had previously passed their ENG courses prior to ENG 111.

i. ISS: 40%

1. Actual ENG 111 Pass Rate: 21.67%

ii. Stretch Goal: 70%

1. Actual ENG 111 Pass Rate: 21.67%

12. Completion Rate - Dev. English (From Level 3 Within a Year)

a. The completion rate was achieved.

i. ISS: 20%

1. Actual Completion Rate: 61.54%

ii. Stretch Goal: 55%



1. Actual Completion Rate: 61.54%

13. Completion Time - Dev. English (From Level 3 Within a Year)

- a. The completion time in terms of actual against the ISS was achieved.
- b. The completion time in terms of actual against the stretch goal was longer and was not achieved.
 - i. ISS: 1.50
 1. Actual Completion Time: 1.36
 - ii. Stretch Goal: 1.25
 1. Actual Completion Time: 1.36

14. Completion Rate - Dev. English (From Level 2 Within 2 Years)

- a. The completion rate was achieved.
 - i. ISS: 20%
 1. Actual Completion Rate: 46.88%
 - ii. Stretch Goal: 45%
 1. Actual Completion Rate: 46.88%

15. Completion Time - Dev. English (From Level 2 Within 2 Years)

- a. The completion time for Level 2 was achieved.
 - i. ISS: 4.00
 1. Actual: 2.28
 - ii. Stretch Goal: 3.50
 1. Actual: 2.28

16. Completion Rate - Dev. Math (From Level 3 Within a Year)

- a. The completion rate was achieved.
 - i. ISS: 20%
 1. Actual Completion Rate: 55.56%
 - ii. Stretch Goal: 55%
 1. Actual Completion Rate: 55.56%

17. Completion Time - Dev. Math (From Level 3 Within a Year)

- a. The ISS was achieved, however, the stretch goal was not achieved.
 - i. ISS: 2.00
 1. Actual Completion Time: 1.70
 - ii. Stretch Goal: 1.50



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1. Actual Completion Time: 1.70
- 18. Completion Rate - Dev. Math (From Level 2 Within 2 Years)**
 - a. The ISS and the stretch goal were achieved.
 - i. ISS: 20%
 1. Actual Completion Rate: 45.10%
 - ii. Stretch Goal: 45%
 1. Actual Completion Rate: 45.10%
- 19. Completion Time - Dev. Math (From Level 2 Within 2 Years)**
 - a. As per the Director of IRA, both the ISS and the stretch goal were achieved.
 - i. ISS: 4.00
 1. Actual Completion Time: 2.00
 - ii. Stretch Goal: 3.50
 1. Actual Completion Time: 2.00
- 20. Completion Rate - Dev. Math (From Level 1 Within 3 Years)**
 - a. The ISS and the stretch goal were not achieved.
 - i. ISS: 20%
 1. Actual Completion Rate: 13.64%
 - ii. Stretch Goal: 25%
 1. Actual Completion Rate: 13.64%
- 21. Completion Time - Dev. Math (From Level 1 Within 3 Years)**
 - a. The ISS and the stretch goal were achieved.
 - i. ISS: 6.00
 1. Actual Completion Time: 4.42
 - ii. Stretch Goal: 5.50
 1. Actual Completion Time: 4.42
- 22. Degree Completion Time - From Credit Level (CC Degrees)**
 - a. The ISS was achieved, but the stretch goal was not met.
 - i. ISS: 8.00
 1. Actual Completion Time: 7.33
 - ii. Stretch Goal: 6.00
 1. Actual Completion Time: 7.33
- 23. Degree Completion Time - From Credit Level (As/AA Degrees)**
 - a. Both the ISS and the stretch goal were not achieved.
 - i. ISS: 8.00



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1. Actual Completion Time: 9.71
- ii. Stretch Goal: 6.00

1. Actual Completion Time: 9.71

24. Degree Completion Time - BAEE (BAEE First Time To BAEE Degree)

- a. The ISS and the stretch goal were achieved.
 - i. ISS: 16.00
 1. Actual Completion Time: 9.59
 - ii. Stretch Goal: 12.00
 1. Actual Completion Time: 9.59

25. The IRA department is also tracking student's completion rate from developmental levels to credit level and onwards towards degree completion.

26. There were 26 KPIs presented by the IRA Director.

- a. The IEC discussed the KPIs that were not achieved.

iii. IEC Recommendations

1. The IEC discussed the KPIs that were not achieved and whether the KPI list should be shortened.
2. The IEC thoroughly discussed the **Full time Headcount (Fall Only, All Students)** KPI's failure to achieve the ISS and the stretch goal.
 - a. Early indicators were considered by the IEC members.
3. The IEC recommended for the IRA Director to develop a document to share with the IEC members to state their recommendations regarding the KPIs that were not achieved.
 - a. Once recommendations are made by the IEC members, the document will be shared with the respective senate groups.
 - b. Two documents were to be developed:
 - i. The first document will be on the interventions to the KPIs that were not achieved. (Director of IRA)
 - ii. The second document will be in regards to the development of the new KPIs. (Revised/Shortened List) (EVP)
4. In regards to the **Course Completion Rate**, the VPASA recommended that all the courses be moved towards the eight



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week schedule, except for the courses involving the practicum courses.

- a. The IEC discussed thoroughly how the recommendation would work, considering how it would be intensive for both the students and the faculty.
 - i. The VPASA shared that although class might be longer, “with the fewer courses taken within a certain period, it would be the same number of hours...”
 - ii. The SGA Representative shared that some students might have a problem with the intensiveness, however, there were also students that were aiming for a faster pace towards completion.

4. Subcommittee and Working Group Updates

- a. Data Governance
- b. AUO Working Group
 - i. [Assessment Handbook](#)
 - ii. Process for setting up a new service area (to be in the Administrative Handbook)

5. FACETS Update

- a. [Group I - Phase F and A](#)
- b. [Group II - Phase F](#)

6. Integrated Planning Cycle: Current Phase = Budget Allocation

- a. [Strategic Plan progress update](#)
- b. [Integrated Planning Manual Revision](#)

7. Administrative Review

- a. Update on the Process
- b. Administrative Handbook (Under Development)

8. Accreditation Update

- a. *Standard I.B.3: The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.*

9. Plan of Work for the Committee this Year



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In the interest of time, the agenda items in 4-9, were deferred for the next IEC meeting scheduled for June 22, 2022.

ADJOURNMENT

The IEC's *first* meeting for June 2022, was adjourned at 12:09 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:

June 22, 2022