



Institutional Effectiveness Committee
11:10 a.m., May 11, 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 |
| Angela Franklin (Not Present) | Dean of Student Services |
| Vasemaca Savu | Dean of Academic Affairs |
| Rigieta Lord | Dean of WAVES |
| Cheryl Vila | Director of Institutional Research and Assessment |
| Agnes Kotoisuva | Director of Human Resources |
| Oyinade Ogunmokun (Not Present) | Curriculum Committee Chairperson |
| Rosina Korean | Faculty Senate Representative |
| Hatty Kabua (Not Present) | Grant Coordinator |
| Jakio Lanwe | Staff Senate Representative II |
| Lucky Laik (Not Present) | Student Representative |
| | |
| ATTENDEES via ZOOM | |
| Stanley Lorennij (Not Present) | Vice President of Land Grant |
| Verenaisi Bavadra | Staff Senate Representative I |

The Institutional Effectiveness Committee's *first* meeting for May 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 Chairperson/EVP.

2. Approval of Previous Meeting MINUTES

- a.** The draft Minutes from **April 27, 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 Dean of Academic Affairs seconded the motion, as the motion was carried successfully with no abstention.



DECISION

With no corrections, the IEC meeting MINUTES for April 27, 2022, were approved, as presented.

3. Action Items

a. Participatory Governance Policy

- i. After careful consideration of the policy, the IEC members made their recommendations.

1. **IEC Recommendations:**

- a. Added a section, “**Relevant Policies,**” to supersede *Policy 620.01*.
 - b. Added a section, “**Procedures,**” with the clause:
 - i. “*Procedures and processes for participatory governance will be elaborated in a participatory governance handbook.*”
 - c. A formal communication should be received by the senates after two weeks’ time, reviewing policies/procedures.
- ii. The IEC members agreed to allow the senate groups more time to review the Participatory Governance Policy.

b. IEC RSA Suggested Change

i. Data Governance TOR Update

1. The IRA Director presented the revisions made to the *IEC RSA 2021-2022* and the *Data Governance TOR*.
 - a. After being thoroughly reviewed, the IRA Director made a motion to approve the changes to the *IEC RSA 2021-2022*, and the *Data Governance TOR*. The motion was seconded by the HR Director, and was successfully passed by the majority with no abstentions.

DECISION

With the modifications, the *IEC RSA 2021-2022* and the *Data Governance TOR*, were approved, as presented, and shall be revisited should senate groups decide to include their respective representatives in the Data Governance Committee.



4. Subcommittee and Working Group Updates

a. AUO Working Group

i. Assessment Handbook

1. As per the IRA Director, the Assessment Handbook was in process.

ii. Process for setting up a new service area (to be in the Administrative Handbook)

5. Student Achievement KPIs

a. The IRA Director shared and explained the *CMI KPI Report* to the IEC members.

b. The Chairperson allowed the IEC members' their "first read," of the document.

6. FACETS Update

a. Group I - Phase F and A

i. The IRA Director presented the *FACETS Cycle 2* for Group 1 in regards to completion of Phase F & A.

1. There were 5 programs under Group I.

a. Out of the 5 programs, none were fully completed.

b. As per the IRA Director, the programs should have completed their Phase F stage.

i. There were components missing such as:

1. FACETS PLO/SDO/AUO Assessment Plan

2. Share the plan with the Department Head

ii. The Business Program had not started.

iii. The Associate Dean of Instructional Quality and Innovation will be working directly with the department Chairpersons, assisted by the Dean of AA, in regards to ensuring that departments are on track towards completion of their FACETS.

iv. The IEC discussed the challenge in departments that were understaffed.

v. The Director of IRA recognized the Education department's Rosie Koroi, for responding to the training offered by the IRA department.

1. The VPASA commended the Chairperson of the Education's department for her hard



work, resulting in her to be in the lead in Group I.

b. Group II - Phase F

- i. There were 11 programs under Group II.
- ii. There was one program that had not started:
 1. The Student Success and Equity Program
 - a. The Department Head was mentioned to be on-leave.
- iii. There were two program that needed their Supervisor's approval:
 1. Residential Life
 2. Learning Designer
- iv. Out of the 11 programs, 8 have completed their Phase F.
 1. The VPASA and the IEC members recognized and commended the TRACC department for completing their requirements on time, despite the fact that it was their first time doing their own Program Review.
 2. Although some of the department Chairpersons have taken their leave of absence and were off-island, the VPASA clarified that should there be any training in regards to the FACETS, the Chairpersons should be attending remotely.
 3. An update will also be brought up in the next IEC meeting on May 25, 2022.

c. Program Review Day Report

- i. The IRA Director reported that all departments in Group 2 had attended the Program Review Day, except the Learning Designer's Office.
- ii. The IRA Director and the IEC members commended and recognized the initiative and dedication of the IRA's Data Analyst.
- iii. The IRA Director updated the IEC members on the implementation of the new Nuventive platform.
 1. There will be training available once the new platform is implemented.
 - a. The implementation target date should be before the beginning of the Fall Semester 2022.
 - i. There will be training available once the new Nuventive platform is implemented.



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7. Integrated Planning Cycle: Current Phase = Budget Allocation

a. Strategic Plan progress update

- i. The Chairperson/EVP shared the Strategic Plan Activities with the IEC members.

b. Integrated Planning Manual Revision

8. Administrative Review

a. Update on the Process

b. Administrative Handbook (Under Development)

9. 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.*

10. Plan of Work for the Committee this Year

In the interest of time, the agenda items in 7b-10, were deferred for the next IEC meeting on May 25, 2022.

ADJOURNMENT

The IEC's *first* meeting for May 2022, was adjourned at 12:01 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

DocuSigned by:

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William Reiher, EVP
Chairperson, IEC

June 8, 2022