



Institutional Effectiveness Committee
11:10 a.m., June 22, 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	<i>for</i> 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
Desmond Doulatram	<i>for</i> Curriculum Committee Chairperson
Verenaisi Bavadra	Staff Senate Representative I
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
Oyinade Ogunmokun (Not Present)	Curriculum Committee Chairperson

The Institutional Effectiveness Committee's *second* meeting for June 2022, was called to order by the Chairperson at approximately 11:18 a.m.

1. Mission Statement

- a. The meeting started off with the mission statement being recited by the proxy for the Dean of Academic Affairs.

2. Approval of Previous Meeting MINUTES

- a. The draft Minutes from **June 8, 2022**, were reviewed by the Committee.
 - i. After the committee reviewed the **MINUTES**, the Staff Senate Representative I made a motion to approve the **MINUTES**. The Director of



HR seconded the motion, as the motion was carried successfully with no abstention.

DECISION

With no corrections, the IEC meeting MINUTES for June 8, 2022, were approved, as presented.

3. Action Items

a. Institutional KPI Assessment and Intervention

- i. The committee carefully reviewed the KPIs and the suggested interventions.
 1. KPI and Targets No. 1: Course Completion Rate 65.5% (Target was 71.7%)
 - a. There were no recommendations made by the committee members.
 2. KPI and Targets No. 2: Full Time Headcount 642 (Target was 702)
 - a. ***Revision: "Percentage of enrolled students taking 15 or more credits. ISS Target 25%; Stretch Goal 50%."***
 3. KPI and Targets No. 3 - No. 7
 - a. No. 3: 150% Graduation Rate 13% (Target was 15%)
 - b. No. 4: 200% Graduation Rate 16% (Target was 25%)
 - c. No. 5: AP/IE Eng 111 Pass Rate 21.7% (Target was 40%)
 - i. The suggested intervention would need additional funding.
 1. As a result, the suggested interventions would be shared with the SLT.
 - d. No. 6: Level 1 Math Completion Rate 13.6%
 - i. The committee discussed thoroughly removing Level 1 completely.
 - e. No. 7: time to Completion Credit to AA/AS Completion 9.7 semesters (Target was 8 semesters)
 - i. After careful consideration, it was suggested by the committee members that the KPIs be reviewed more thoroughly before being considered for approval.



1. As per the Chairperson, the KPIs will be reviewed further by the committee in the next IEC meeting on July 13, 2022.
2. It was also suggested by the Director of IRA that the KPIs should be shared with the respective senate groups.

4. Subcommittee and Working Group Updates

a. Data Governance

i. Update

1. According to the Director of IRA, the Data Governance subcommittee had met during the morning of June 22, 2022.
 - a. Upon attendance, however, there were no representatives from the Physical Plant Department, the Safety and Securities Department, and the HR Department.
 - b. The following were requested by the subcommittee:
 - i. Barcode Scanners
 - ii. Data Capturing System
 - iii. Tablets for Surveying
 - c. A Data Summit had been scheduled for July 2022.
 - d. The following was also discussed by the subcommittee and shared by the IRA Director:
 - i. The alumni and the counseling department not having data dictionaries

ii. [Data Governance Policy](#)

1. The IRA Director shared the policy with the IEC members.
2. The Chairperson allowed the members their “first read” of the document and for them to share with their respective departments and senate groups.

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](#)



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6. Participatory Governance

- a. Training plan and schedule for participatory governance by Task Force

7. Integrated Planning Cycle: Current Phase = Budget Allocation

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

8. [MAPS Cycle III Group 1 SLO Assessment](#)

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 4-9, were deferred for the next IEC meeting scheduled for July 13, 2022.

ADJOURNMENT

The IEC's *second* meeting for June 2022, was adjourned at 12:10 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

July 27, 2022