...tional Effectiveness Committee
Accredited by the Western Association of Schools and Colleges

P.O. box 1258
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3291/3843
Fax: (692) 625-7203
Website: iec@cmi.edu

Institutional Effectiveness Committee
11:10 a.m., July 27, 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
Vasemaca Savu **(Not Present)**	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
Oyinade Ogunmokun **(Not Present)**	Curriculum Committee Chairperson
Verenaisi Bavadra	Staff Senate Representative I
Jakio Lanwe	Staff Senate Representative II
Lucky Laik **(Not Present)**	Student Government Association Representative

ATTENDEES via ZOOM

Stanley Lorennij **(Not Present)**	Vice President of Land Grant
Angela Franklin	Dean of Student Services

The Institutional Effectiveness Committee's *second* meeting for July 2022, was called to order by the Chairperson at approximately 11:20 a.m.

1. **Mission Statement**
    a. The meeting started off with the mission statement being recited by the Dean of WAVES.

2. **Approval of Previous Meeting MINUTES**
    a. The draft Minutes from **June 22, 2022**, were reviewed by the Committee.
        i. After the committee reviewed the **MINUTES,** the VPASA made a motion to approve the **MINUTES**. The Director of HR seconded the motion, as the motion was carried successfully with no abstention.

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DECISION
With no corrections, the IEC meeting MINUTES for June 22, 2022, were approved, as presented.

3. **Action Items**
   a. Institutional KPI Assessment and Intervention
      i. The committee carefully reviewed the KPIs, suggested interventions, and the feedback received from the respective senate groups.
         1. KPI No. 5 - "Suggested Intervention"
            a. IEC Discussion/Recommendation:
               i. The clause was added: "That students should take ENG 111 in their first semester at credit level is included, especially for students coming from the Accelerated Program."
               ii. The clause was added to the third intervention: "This would benefit all students in ENG 111 but given that this is a key gateway course across all majors, it would be beneficial to other KPIs as well.
         2. KPI No. 6 - "Suggested Intervention"
            a. IEC Discussion/Recommendation:
               i. The IEC discussed the additional funds that would be needed to carry out the "suggested intervention."
               ii. The lack of resources in addressing a comment made in regards to having more counselors was also discussed thoroughly by the IEC.
               iii. The clause was added as a "suggested intervention": "STEM department reviews curriculum for Level 1."
         3. KPI No. 7 - "Suggested Intervention"
            a. IEC Discussion/Recommendation:
               i. The IEC discussed the DevED Weto project and the "suggested intervention.":
                  1. "As part of the DevEd Weto project, the final celebration of the semester can also emphasize the expectation that once students

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complete DevEd, they should take 2 years to graduate.

   ii. After being carefully reviewed, the VPASA moved to approve the Institutional KPI Assessment and Interventions. The motion was seconded by the Director of the IRA, and was passed successfully by the majority with no abstentions.

1. **DECISION**
   a. **With the minor changes, the *Institutional KPI Assessment and Intervention*, were approved, as presented.**
      i. After approval, the *Institutional KPI Assessment and Intervention*, was to be forwarded to the Executive Council's review and consideration.

b. CMI KPI Report (As of Fall 2021)
   i. The Chairperson shared the **CMI KPI Report**, as of the Fall Semester 2021 with the IEC.
   ii. After thorough discussion and review, in consideration of the ACCJC requirements, the IEC decided to minimize the Student Achievement KPIs from 26 to 9 Student Achievement KPIs.
      1. To review the previous Student Achievement KPIs (26) and the proposed Student Achievement KPIs (9), click here.
   iii. The IEC discussed the 9 proposed Student Achievement KPIs recommended by the IEC. However, if directed by the Board of Regents to add more, more Student Achievement KPIs will be added.
   iv. After careful consideration, the Director of IRA made a motion to approve the Proposed Student Achievement KPIs, seconded by the Director of HR. The motion was passed unanimously by the majority with no abstentions.

1. **DECISION**
   a. **With no further discussion, the proposed *Student Achievement KPIs*, were approved, as projected.**
      i. The proposed Student Achievement KPIs will be forwarded to the Executive Council and the BoR, per their review and consideration.

4. **Subcommittee and Working Group Updates**
   a. Data Governance

      i.   Data Governance Policy
         1. The IRA Director made changes to the policy.
            a. Any changes to the table regarding the Data Owners and the Data Stewards, will be processed as an addendum.
            b. The IRA Director clarified why the HR department was considered as "postsecondary."
            c. The inclusion of obtaining financial data in areas mentioned in the Financial Wapepe was also discussed by the IEC.
                 i. After being carefully reviewed, the Library Director made a motion to approve, seconded by the VPASA. The motion was successfully passed by the majority with no abstentions.
                      1. DECISION
                          a. With the modifications, the *Data Governance Policy*, was approved, as presented.
            d. The HR Director added to the IEC discussions the need to include the additional roles in individual's job descriptions.
         2. Data Summit Update
            a. The IRA Director shared the agenda for the upcoming Data Summit, which was scheduled for July 29, 2022, with the IEC members.
                 i. The IEC discussed possible forum ideas for employees to share ideas online.
                     1. The Staff Senate President was to share the recommendation with the Learning Designer.
   b. AUO Working Group
      i.   Assessment Handbook
         1. Process for setting up a new service area (to be in the Administrative Handbook)
5. Participatory Governance
   a. IRB as a standing committee

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    i.   The Director of IRA presented the **Institutional Review Board Policy and Procedures** to the IEC members.
   1. The IEC discussed whether the Institutional Review Board should be considered as one of EC's standing committees.
   2. The IEC discussed that the Institutional Review Board should be considered as an executive committee and should report directly to the VPASA, which will report to the Executive Council.

  b. Training plan and schedule for participatory governance by Task Force

6. **FACETS Update**
   a. Group I - Phase F and A
   b. Group II - Phase F

7. **Integrated Planning Cycle: Current Phase = Budget Allocation**
   a. Strategic Plan progress update
   b. Integrated Planning Manual Revision

8. **MAPS Update**
   a. MAPS Cycle III Group 1 SLO Assessment
   b. SLO Assessment Champion procedure
      i. The IRA Director shared the **SLO Assessment Champion** procedure with the IEC members.
         1. The Chairperson allowed the IEC members' their "first read" of the document.

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 5b-8a and 9-10, were deferred for the next IEC meeting scheduled for August 10, 2022.

ADJOURNMENT

The IEC's *second* meeting for July 2022, was adjourned at 12:18 p.m.

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Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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Dr. Elizabeth Switaj, VPASA/ALO
Co-Chairperson, IEC

Approval Date:

September 14, 2022