



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., February 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 (Not Present)	Vice President of Business and Administrative Affairs
Stanley Lorennij (Not Present)	Vice President of Land Grant
Angela Franklin (Not Present)	Dean of Student Services
Vasemaca Savu	Dean of Academic Affairs
Rigietia 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 (Not Present)	Grant Coordinator
Jakio Lanwe (Not Present)	Staff Senate Representative II
Lucky Laik (Not Present)	Student Representative

ATTENDEES via ZOOM

Verenaisi Bavadra (Not Present)	Staff Senate Representative I
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The Institutional Effectiveness Committee's *second* meeting for January 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 Chairperson/EVP.

2. Approval of Previous Meeting MINUTES

- a. The draft Minutes from January 26, 2022, were reviewed by the Committee.
 - i. After the committee reviewed the **MINUTES**, the VPASA made a motion to approve the **MINUTES**. The HR Director 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 January 26, 2022, were approved.

i. Matters from the MINUTES

1. The Dean of Academic Affairs will continue to contact the department Chairs to meet with the IEC in regards to their Program Reviews.
2. The IEC members met with the Business Department's Chairperson, via ZOOM, to share her experience and challenges in regards to the Program Review.
 - a. Challenges/Recommendations:
 - i. "Training on site is different from training remotely."
 - ii. "Planning process is the key element."
 - iii. There should be more time given for the Program Reviews before submission.
 - b. The VPASA shared the Associate Deans availability to assist the department Chairpersons, including with the Program Reviews.

3. Action Items

- a. As per the Chairperson, there were no action items for the Committee's review.

4. Subcommittee and Working Group Updates:

a. Data Governance

- i. The Director of IRA shared the Data Governance's subcommittee's previous meeting and recommendations.
 1. **Recommendations:** The DGC recommended the need to increase the members of the DGC, which included the development of a core subcommittee for the DGC.
 - a. The core subcommittee would consist of the following:
 - i. Registrar
 - ii. Account Receivable/Accountant JK
 - iii. Learning Support
 - iv. Counseling Department
 - v. TRACC
 - vi. WAVES Department



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2. The core subcommittee will meet on a monthly basis.
- ii. The IEC discussed and agreed on including the DGC's recommendations in the IEC's RSA.
 1. The Director of IRA will make the necessary modifications to the IEC's RSA and will submit for the IEC's review in the next meeting.

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

- i. The VPASA stated that an annual progress report, with the inclusion of work plans for the uncompleted Program Reviews for Cycle 1, needed to be implemented.
 1. The report, or the Annual Department Update, should include the work plan and new initiatives.
 - a. The IEC thoroughly discussed the occurring delays in regards to the Program Reviews in Cycle 1.
 - i. Due to the delays, the IEC agreed to defer the implementation of the Annual Department Updates Report.
 - ii. An update report on Cycle 2 will be shared by the Director of IRA in the next IEC meeting on February 23, 2022.

6. Integrated Planning Cycle: Prioritization

a. Compilation of the Programmatic Initiatives

- i. The IEC reviewed the programmatic initiatives from the approved Program Reviews from Cycle 1.
- ii. 25 out of 133 departments did not include their proposed cost needed for their departments.

b. Scoring of Initiatives by the IEC

- i. The majority of the IEC members agreed that despite the exclusion of the cost needed for the initiatives, the IEC should proceed with the scoring process.

7. Master Planning Update

a. Finance Wapepe - Faculty SWOT Results

- i. The Chairperson/EVP shared the Finance Wapepe - Faculty SWOT Results.
 1. The IEC thoroughly discussed the 18 responses received by the Faculty.



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2. The Dean of Academic Affairs mentioned the upcoming Faculty in-service day on February 28, 2022, and if the survey should be presented and explained to the Faculty.
 - a. The Chairperson/EVP will share the results with the SLT and bring back recommendations to the IEC.
- b. CMI Values Review & Analysis of Results
 - i. The Director of IRA shared the analysis and the of the CMI Values.
 1. Juj (Kindness/Kind-Hearted)
 2. Kautiej (Respect)
 3. Jerbal Ippan Doon (Collaboration)
 4. Jitdram Kapeel (Seeking Knowledge/Inquisitive)
 5. Mommol (Generosity)
 6. Melele; Kommaanwa (Understanding)
 7. Melele; Kommaanwa (Understanding)
 8. Kije (Survival)
 9. Kije (Survival)
 10. Karuwainene (Hospitality)
 11. Kije (Survival)
8. ISLO Assessment Update
9. Accreditation Update
10. Plan of Work for the Committee this Year

The agenda items from 8-10 were deferred for the next meeting on February 23, 2022.

ADJOURNMENT

The IEC's *second* meeting for February 2022, was adjourned at 12:40 p.m.

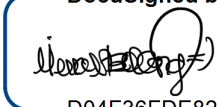


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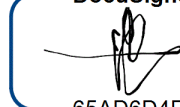
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Submitted By:

DocuSigned by:

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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:

65AD6D4E022F487...
William Reiher, EVP
Chairperson, IEC

Approval Date:

February 23, 2022