



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

Accredited by the Western Association of Schools and Colleges

Tel: (692) 625-3291/3843
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**Institutional Effectiveness Committee
11:10 a.m., January 26, 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	Vice President of Land Grant
Angela Franklin	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	Staff Senate Representative II
Lucky Laik	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 11:10 a.m.

1. Mission Statement

- a. The meeting started off with the mission statement being recited by the Staff Senate Representative II.

2. Approval of Previous Meeting MINUTES

- a. The draft Minutes from January 12, 2022, were reviewed by the Committee.
 - i. After the committee reviewed the **MINUTES**, the HR Director made a motion to approve the **MINUTES**. The Vice President of Land Grant seconded the motion, as the motion was carried successfully with no abstention.



DECISION

With the minor corrections, the IEC meeting MINUTES for January 12, 2022, were approved.

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. *Data Definition: Post Secondary - Student*

1. The VPASA followed up on the progress in regards to data disaggregation.
 - a. The Director of IRA informed the IEC members that she is in coordination with the Community Liaison and Protocol Logistics Officer (CLPLO) in regards to the different categories of a family's earnings in the RMI.
 - i. The Director of IRA's waiting on results from the CLPLO.
 - b. According to the Director of the Financial Aid Office, the financial aid forms in regards to the economic sources of income will be part of the application process once it's implemented in Jenzabar.
 - i. As per the FAO, additional economical source categories can also be implemented as part of the application process, such as:
 1. Fishing
 2. Copra
2. The Chairperson/EVP informed the IEC that members of the IRA Department are working on an Equity Dashboard, which will be available on the CMI website, which will include tracking measurements in:
 - a. Enrollment
 - i. First Semester Completion
 - ii. Retention After First Year Enrollment
 - iii. Sophomore Year
 1. Completion of the First 30 Credits
 - iv. Degree Completion
 1. The IRA Director informed the IEC members that additional staff are needed to carry out



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these tasks in regards to the Equity Dashboard.

- a. As per the Chairperson/EVP, the additional staff recruitment is in consideration.
 - i. The VPASA recommended that due to the importance of the data disaggregation to CMI's accreditation, the issue be brought up during the SLT meetings.
 - ii. The Chairperson/EVP agreed that a request for additional staff for the IRA Department will be brought up in the SLT meetings.

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 - Director of IRA

a. Update from the PR Working Group

- i. The Director of IRA updated the IEC members in regards to the Program Reviews Cycle One.
- ii. As per the Director, the Program Review Working Group that met on January 11, 2022, had decided to accept the NSSP's Program Review.
- iii. The remaining 5 units that "needed improvement" were:
 1. Accounting
 2. Budget
 3. Youth Corps
 4. Commercial Services
 5. DE Center Jaluit
 - a. As of January 12, 2022, there were no updates from the 5 units.
 - b. 3 units were found to have performed differently than 2 of the units.
 - i. The 2 units, Budget and Accounting, were basic and minimal.



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- ii. The 3 remaining units that showed progress, however, needed assistance in obtaining the following:
 1. Stakeholder Data
 2. AUO Data
 3. Data Analysis
- iii. The 3 units that showed progress included the following:
 1. Youth Corps
 - a. The following were thoroughly discussed by the IEC:
 - i. No Data Disaggregation
 - ii. Missing Stakeholder Survey
 - iii. AUO Assessment
 - iv. Work Plan
 - v. Missing Stakeholder Data
 2. Commercial Services
 - a. The following had missing elements:
 - i. Missing Stakeholder Data
 - ii. The survey was completed, but it was not analyzed.
 - iii. The AUOs were assessed but they were not reelected in the PR form.
 - iv. Missing Data Disaggregation
 - v. Missing Stakeholder Data or Survey Analysis
 3. Jaluit DE Center
 - a. The following were discussed thoroughly by IEC:
 - i. Data disaggregation needed improvement.
 - ii. AUO data needed to be analyzed.
 - iii. The work plan budget was missing.
- iv. The IEC also discussed carefully that the Program Review analysis must be completed for the purpose of detecting what areas needed improvement.



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- v. After the IEC's careful consideration of the 3 units missing requirements, the Director of IRA moved to approve the 3 Program Review Units - Youth Corps, Commercial Services, and the Jaluit DE Center, in addition to the 22 Program Reviews recommended by the Program Review Working Group. The Curriculum Committee Chairperson seconded the motion, as the motion was approved with no abstentions.

DECISION

With the recommendation that the 3 units, Youth Corps, Commercial Services, and the Jaluit DE Center, must provide the needed requirements for their Program Reviews for Cycle 2, in addition to the 22 accepted Program Reviews by the Program Review Working Group, the 25 Program Reviews for Cycle 1 were approved.

- vi. As per the Chairperson/EVP, the Program Review initiatives will be compiled and distributed for the IEC members to review and score by the end of the week.
 1. The results will be reviewed in the next meeting on February 9, 2022.

b. FACETS Update

i. FACETS Overall Status Report

1. The Director of IRA shared with the IEC FACETS Cycle 1 Status Report (As of January 26, 2022)
2. As per the report, 72% were completed for Cycle 1
 - a. 13 units have been delayed
 - i. Learning Designer
 - ii. AA Business
 - iii. Nuclear Institute
 - iv. Academic Support Program
 - v. Accounting Clerkship
 - vi. CC SPED
 - vii. BA Advance of Specialization, Deaf Education



- viii. BA Advance of Specialization, Severe Disabilities
 - ix. CC MLA
 - x. CC MLS
 - xi. Marine Science
 - xii. Public Health
 - xiii. Safety & Security
 - b. The VPASA informed the IEC of some of the academic department's challenges since they've changed leadership.
 - i. The needed data wasn't collected by the previous leadership.
 - ii. The VPASA suggested to the department chair to indicate that the needed data "cannot be reconstructed," which the IEC had no objections to.
 - c. Recommendations for Incomplete PRs
 - i. The department chairperson will be scheduled to meet with the IEC in the upcoming meetings.
 - d. Lessons Learnt from the PR Working Group
 - i. A document was discussed to be developed in preparation for the next cycle, and will be shared in the upcoming IEC meetings.
 - ii. The Chairperson/EVP suggested IEC to review each Phase as they're completed.
 - e. Evaluation of the FACETS Process
 - i. The Chairperson/EVP recommended that an evaluation process be developed and brought forth for IEC's review in the upcoming meeting, on February 9, 2022.
- 6. Master Planning Update
 - a. Finance Wapepe
 - i. The Chairperson/EVP updated the IEC on CMI's Master Plan, with the inclusion of the Finance Wapepe.
 - 1. The SWOT analysis has been shared with the Staff Senate, however, a survey's being finalized and will be sent out to the Faculty Senate by the end of the today.
- 7. Integrated Planning Cycle: Prioritization
 - a. Compilation of the Programmatic Initiatives from Approved PRs
 - b. Scoring of Initiatives by the IEC
 - i. The compilation and the scoring will be reviewed in the next IEC meeting on February 9, 2022.
- 8. MAPS Cycle 2 Update
 - a. Cycle2-Group 2 "Process Data" Phase Update



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- i. All of the courses had been completed.
9. ISLO Assessment Update
 - a. The Dean of the Academic Affairs will update the IEC in the next meeting on February 9, 2022.
10. Accreditation Update
 - a. Standard IA4: The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary.
 - i. The IEC discussed what “widely published” meant for CMI’s mission.
 - ii. The discussions included:
 1. The IEC recommended that the mission statement be more visible and put in the front buildings of the Uliga Campus.
 2. The mission statement should be translated and posted on the CMI website.
 3. Obtaining the student’s opinion in regards to the mission statement of being aligned to their experience.
 - a. IEC will coordinate with the SGA.
 4. To include the mission statement in the standard moodle e-learning system.
 5. The vision statement to be put on the bus.
11. Plan of Work for the Committee 2021-2022

ADJOURNMENT

The IEC’s *second* meeting for January 2022, was adjourned at 12:06 p.m.



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William Reiher, EVP
Chairperson, IEC

Approval Date:

February 9, 2022