



**Institutional Effectiveness Committee**  
**11:10 a.m., March 23, 2022**  
**BoR Conference Room**

**MINUTES**

**PRESENT:**

Chairperson William Reiher ( <b>Excused</b> )	Executive Vice President
Co-Chairperson Dr. Elizabeth Switaj	Vice President for Academic and Student Affairs
Stevenson Kotton ( <b>Not Present</b> )	Vice President of Business and Administrative Affairs
Angela Franklin	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	Curriculum Committee Chairperson
Rosina Korean	Faculty Senate Representative
Hatty Kabua	Grant Coordinator
Jakio Lanwe	Staff Senate Representative II
Lucky Laik ( <b>Not Present</b> )	Student Representative

**ATTENDEES via ZOOM**

Stanley Lorennij	Vice President of Land Grant
Verenaisi Bavadra	Staff Senate Representative I

The Institutional Effectiveness Committee's *second* meeting for March 2022, was called to order by the Vice Chairperson at approximately 11:15 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 **March 9, 2022**, were reviewed by the Committee.
  - i. After the committee reviewed the **MINUTES**, the Dean of Student Success 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 the minor corrections, the IEC meeting MINUTES for March 9, 2022, were approved.

### 3. Action Items

#### a. Report from the Non-Completed PRs:

##### i. Report from Non-Completed PRs

##### 1. Learning Designer

##### a. The following were the challenges stated by the Learning Designer:

##### i. The Learning Designer shared with the members that he had started the PR process late due to the reason that he needed more help in developing the SAOs.

##### 1. The challenge with the absence of the Dean of Academic Affairs in assisting physically was also mentioned by the Learning Designer.

##### 2. The Learning Designer was in the process of developing the SAOs when the IRA Department was conducting their trainings.

##### a. The Learning Designer stated that he was not aware of some of the trainings conducted by the IRA Department.

##### 3. Despite not completing Cycle 1, the Learning Designer inquired if he can start with Cycle 2, in which the VPASA confirmed that regardless of not completing Cycle 1, the Learning Designer will need to start with Cycle 2.

##### b. The IEC carefully reviewed and discussed the processes of the SAO Working Group.

##### c. The IEC discussed solutions in improving the process with Cycle 2.

##### i. The Director of the IRA Department shared that she has sent out invitations in regards to FACETS training, in which there had been no response from the Learning Designer's Office.

##### 1. The IRA Director stressed the challenge in offering the needed trainings, however,



departments aren't taking the time and opportunity to attend the trainings and the one-on-one consultations.

2. The IEC members thoroughly discussed possible solutions in addressing the challenges mentioned by the Learning Designer. Some of the solutions mentioned were:

- a. Being on top of the deadlines within the process.
  - i. The PRs should not be processed at the last minute.
- b. A supervisor's critical guidance in the production of a quality Program Review was also discussed by the IEC.
  - i. The Dean of AA mentioned improving, in regards to being more proactive in the FACETS processes.
- c. The IEC discussed identifying Program Review Champions.
  - i. This will be discussed further in the next meeting on April 13, 2022.

- b. [FACETS Cycle 1 Learned Lessons](#)
  - i. It was agreed by the majority to review the document, as it will be further discussed in the next meeting on April 13, 2022.
- c. [Prioritized Programmatic Initiatives Cycle 1](#)
  - i. There were no further comments by the IEC members in regards to the *Prioritized Programmatic Initiatives Cycle 1*

#### **4. Subcommittee and Working Group Updates:**

- a. Data Governance
  - i. [IEC RSA Suggested Change](#)
    1. The Director of the IRA department presented the revisions to the IEC members.
    2. The Vice-Chairperson allowed the IEC members their "first read" of the document.
  - ii. [Data Governance TOR Update](#)
    1. The IEC members were given their "first read" of the document.
- b. AUO Working Group
  - i. Assessment Handbook (Under Development)
  - ii. Process for setting up a new service area (Under Development)

#### **5. FACETS Update**

- a. Group 1: Degree Programs
  - i. This group should have completed their work plans last semester and they should now be in phase A.
- b. Group 2: Student and Learning Support



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- i. This group should have their work plans by April 1, 2022, and they should be approved by the Supervisors by April 30, 2022.

**6. Participatory Governance**

- a. Participatory Governance Task Force Update

**7. Integrated Planning Cycle: Prioritization**

- a. [Compilation of the Programmatic Initiatives from Approved PRs](#)
- b. Scoring of Initiatives by the IEC (Prioritization Exercise)

**8. Accreditation Update**

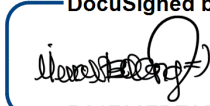
- a. *Standard I.B.2: The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services.*
  - i. The IEC discussed the standard and disaggregation within the CMI student population.

**9. Plan of Work for the Committee this Year**

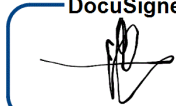
**ADJOURNMENT**

The IEC's *second* meeting for March 2022, was adjourned at 12:05 p.m.

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:

April 13, 2022