



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

Accredited by the Western Association of Schools and Colleges

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**Institutional Effectiveness Committee**  
**11:10 a.m., February 23, 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 ( <b>Not Present</b> )	Vice President of Business and Administrative Affairs
Stanley Lorennij ( <b>Not Present</b> )	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	Grant Coordinator
Lucky Laik ( <b>Not Present</b> )	Student Representative

**ATTENDEES via ZOOM**

Verenaisi Bavadra	Staff Senate Representative I
Jakio Lanwe	Staff Senate Representative II

The Institutional Effectiveness Committee's *second* meeting for February 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 Grant Coordinator.

**2. Approval of Previous Meeting MINUTES**

- a. The draft Minutes from February 9, 2022, were reviewed by the Committee.
  - i. After the committee reviewed the **MINUTES**, the CC Chairperson made a motion to approve the **MINUTES**. The Faculty Senate Representative seconded the motion, as the motion was carried successfully with no abstention.



## DECISION

With the minor corrections, the IEC meeting MINUTES for February 9, 2022, were approved.

### 3. Action Items

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

##### i. Safety and Security Department

1. The Safety and Security Director shared his challenges in regards to the Safety and Security Department's Program Review.
  - a. The Director requested more awareness and time to process the Program Reviews.
    - i. There should be more time given to learn the current PR process.
    - ii. As per the IRA Director, email communications were sent out every semester in regards to reminders for the PR trainings.
    - iii. The VPASA recommended that PR updates should be discussed with the immediate supervisors when conducting their one-to-one meetings.

##### ii. Marine Science Department

1. The Marine Science Department Chairperson stressed the challenge in collecting the needed data for the department's Program Reviews.
  - a. Due to the reason that there have not been many students enrolled in the Marine Science program, the Marine Science department will collaborate with the IRA department in developing a survey or focus group, in finding out the reason for the continuous low enrollment rate for the programs' courses.
  - b. The IRA shared past survey results for the Marine Science program with the IEC members.

##### iii. Nuclear Institute

1. The Nuclear Institute Director mentioned the following were some of the challenges she encountered and was unable to complete the N.I. Department's Program Review:
  - a. Missed training due to family emergencies.
  - b. Lost Interest/Discouraged
  - c. Procrastination
  - d. Self improvement in prioritization
  - e. Urgent need of an Assistant
  - f. Lack of understanding the PR process.



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- g. Difficulty in collecting the needed data.
  - i. The VPASA and the Library Director, shared with the IEC members that for the next cycle, the N.I. Department will merge with the Library Department in submitting 1 Program Review.
- 2. The Dean of SS stressed her agreement in the importance of an Assistant for the N.I. Department.
- iv. The IEC Chairperson/EVP conveyed his appreciation to the department directors for their presence in the IEC meeting.
- b. **TRACC Mission, Vision, and PLOs**
  - i. The VPASA shared the document with the IEC members.
  - ii. The Dean of SS pointed out the value of the document for all CMI students.
  - iii. After careful consideration, the Dean of SS moved to approve the TRACC Mission, Vision, and PLOs. The motion was seconded by the Dean of WAVES, as the motion was carried unanimously by the majority with no abstentions.

### DECISION

**With no corrections, the *TRACC Mission, Vision, and PLOS* were approved.**

- c. **IEC RSA**
  - i. The IEC discussed the Data Governance sub-committee suggestion including the IEC's specified role in terms of the data collection and practices of the College.
- d. **FACETS Cycle 1 Lessons Learnt**
  - i. As per the Chairperson/EVP, once the FACETS Cycle 1 2019-2022 document is finalized, it will be shared with the IEC.
- e. **Localizing CMI's Values**
  - i. The IEC carefully considered the CMI Values Review.
    - 1. The CMI Values Review will be further discussed in the next IEC meeting on March 9, 2022.
- 4. **Subcommittee and Working Group Updates:**
  - a. **Data Governance**
  - 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**



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- a. Cycle 2 Update
- 6. **Integrated Planning Cycle: Prioritization**
  - a. Compilation of the Programmatic Initiatives
  - b. Scoring of Initiatives by the IEC
- 7. **Master Planning Update**
  - a. Finance Wapepe - Draft
  - b. CMI Values Review & Analysis of Results
- 8. **ISLO Assessment Update**
- 9. **Accreditation Update**
- 10. **Plan of Work for the Committee this Year**

The agenda items from 4-10 were deferred for the next meeting on March 9, 2022.

**ADJOURNMENT**

The IEC's *second* meeting for February 2022, was adjourned at 12:13 p.m.

Submitted By:

DocuSigned by:

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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

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William Reiher, EVP  
Chairperson, IEC

Approval Date:

March 9, 2022