



Institutional Effectiveness Committee
11:10 a.m., April 13, 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 |
| 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 (Not Present) | Grant Coordinator |
| Jakio Lanwe | Staff Senate Representative II |
| Lucky Laik (Not Present) | Student Representative |
| | |
| ATTENDEES via ZOOM | |
| Stanley Lorenni (Not Present) | Vice President of Land Grant |
| Verenaisi Bavadra | Staff Senate Representative I |

The Institutional Effectiveness Committee's *first* meeting for April 2022, was called to order by the Chairperson at approximately 11:09 a.m.

1. Mission Statement

- a.** The meeting started off with the mission statement being recited by the Director of Human Resources.

2. Approval of Previous Meeting MINUTES

- a.** The draft Minutes from **March 13, 2022**, were reviewed by the Committee.
- i.** After the committee reviewed the **MINUTES**, the Dean of Academic Affairs 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 April 13, 2022, were approved.

b. Matters Arising from the MINUTES

- i. Program Review Champions
 1. The VPASA followed up on the identification of PR Champions.
 2. The matter was included in the agenda item to be discussed further as part of the **FACETS Cycle 1 Lessons Learnt**.

3. Action Items

a. FACETS Cycle 1 Lessons Learnt

- i. The Chairperson led the committee members in reviewing each section of the document.
- ii. The Issues/Challenges Section included:
 1. “Nuventive platforms is cumbersome”
 - a. As part of the Solution to No. 1’s Issues/Challenges, the IRA Department will migrate to a new platform in Nuventive, starting next week, and will be implemented in the Fall Semester 2022.
 - i. The IRA Director informed the members of the upcoming trainings in regards to the use of the new platform.
 - ii. The new platform will address the Issues/Challenges for No. 1 & No. 9.
 - iii. It was recommended by the members that once the new platform is used, the IEC will revisit the Solution to conduct the necessary assessments.
 2. “Program reviewers started their review at the last minute even though the process was designed to span two years”
 - a. The **Solutions** that were thoroughly discussed by the IEC members were the following:
 - i. “ASANA was introduced part way into the cycle and will assist supervisors and second supervisors in tracking progress.”
 - ii. “Progress needs to be included in the annual PMS goals of department heads.”
 - iii. “Job description includes unit head’s responsibility on program reviews”

1. IEC Recommendations:



- a. “Department heads should discuss program review during one-on-one meetings”
 - b. “PR progress should be discussed during department and team meetings.”
 - c. “Inclusion in Administrative Operations manual to be developed”
3. “Some program reviews were not timely reviewed by supervisors even after many times of follow up by the unit heads”
 - a. The **Solutions** that were thoroughly discussed by the IEC members were the following:
 - i. “This needs to be monitored at the VP level and by IEC.”
 1. The Chairperson inquired if the new Nuventive system would be able to send out reminders, in which the IRA Director clarified that according to her knowledge this problem had been addressed.
4. “Most of the program reviews evaluated lack data disaggregation”
 - a. The **Solutions** thoroughly discussed by the IEC members were the following:
 - i. “Data workshops should include disaggregation.”
 1. As per the IRA Director, there will be a Data Disaggregation workshop scheduled for May 2022.
 2. “A specific field has been added to phase”F” to ensure that disaggregation is included in the initial plan.”
 - a. **Added IEC Recommendation:**
 - i. “IEC names program review champions who can provide peer guidance in this area.”
 - ii. The members considered possible incentives options once a program review champion had been identified.
 - iii. The EVP will get further clarification in regards to



- incentive options in the next SLT meeting.
5. “Supervisors only approve the F and T phases in Nuventive. Once a supervisor reviews the PR report by the T phase it may already be too late to make changes.”
 - a. The **Solution** that was thoroughly discussed by the IEC members included the following:
 - i. “Have supervisors approve the FACETS input at every phase.”
 1. It was agreed by the majority that the Solution be moved forward, however, be closely monitored.
 - a. **IEC Recommendations:**
 - i. “NuventiveImprove FACETS form now includes approval and feedback fields for supervisors.
 6. “There is a lack of Supervisor coaching when it comes to what kind of stakeholder data and disaggregation should the unit heads report.”
 - a. There were no **Solutions** listed for the **No. 6 Issues/Challenges**.
 - b. The Chairperson/EVP asked the members their recommendations in regards to possible **Solutions** for the **Issues/Challenges**.
 - i. **IEC Recommendations:**
 1. “Include in data summit workshop”
 2. PR champions trained to be coaches/trainer college-wide”
 3. **Responsible Person:** Director IRA
 7. “A post program review survey should be conducted to the unit heads to see what challenges they experienced, to know their feedback and to improve the current process.”
 - a. There was no **Solution** listed for the **Issue/Challenge**.
 - b. The following were recommended to the **Solution** by the IEC members:
 - i. **IEC Recommendations:**
 1. “Working group to initially develop surveys with the guidance from the IR”
 - a. To be more reflective, the IRA Director recommended that the



- surveys be developed from the working group.
- b. According to the Director of IRA, the following individuals were in the working group:
- Rosie Koroj
 - Meyar M. Laukon
 - Tarry Henos
 - Hatty Kabua
 - Bonifacio Sanchez
 - Jennifer Seru
2. The Library Director volunteered to join the working group.
3. **Responsible Persons:** Chair of the working groups and the Director of IRA
8. “There is no general template or guide in AUO/PLO/SAO creation that is why some unit heads are hesitant to start on their program review report.”
- The **Solutions** that were thoroughly discussed by the IEC members included the following:
 - “Assessment Guide”
 - “There need to be clear guidelines for the creation of non-instructional programs so that they are established with outcomes initially instead of waiting until the need to start program review”
 - IEC Recommendations:**
 - “To be included in Administrative Operations Handbook development”
9. “The outdated version of Nuventive creates some issues when the unit heads want to compare/copy data.”
- The **Solution** that was thoroughly shared by the IRA Director with the IEC members was:
 - “Upgrade to Nuventive Improve Platform Basic Essentials”
10. “Small departments, especially one-person departments, struggled to complete the PR.”
- The **Solution** that was thoroughly discussed by the IEC members was the following:



- i. “Where possible and appropriate, smaller units should combine. Otherwise, department heads need additional support from their supervisors.”
 - iii. After the document was carefully reviewed, the VPASA made a motion to approve the *FACETS-Cycle 1 2019-2022 Lessons Learned* document, seconded by the Dean of of Academic Affairs. The motion was passed successfully by the majority with no abstentions.

DECISION

With the modifications, the *FACETS-Cycle 1 2019-2022*, was approved, as presented.

b. Administrative Review

- i. The EVP shared the document with the IEC members.
- ii. The administrative review would be a one-year process.
 1. A task force will be formed to develop the needed documents to carry out the administrative review.
 2. The administrative review will commence in the beginning of the Summer Semester 2022.
 3. After IEC’s careful review, the Faculty Senate made a motion to approve the document, seconded by the VPASA. The motion was passed successfully by the majority with no abstentions.

DECISION

With no objections, the *Administrative Review TOR*, was approved, as projected.

c. Assessment Handbook (Draft)

- i. The IRA Director shared the outline of the draft version of the *Assessment Handbook* with the IEC members.
- ii. As per the IRA Director, the final draft will be brought for IEC’s review and consideration on June 8, 2022.

d. Financial and Audit Balanced Scorecard Targets (ISS and Stretch Goals)

4. Subcommittee and Working Group Updates:

a. Data Governance

- i. [IEC RSA Suggested Change](#)
- ii. [Data Governance TOR Update](#)

b. AUO Working Group

- i. **Assessment Handbook (Under Development)**
- ii. **Process for Setting Up a New Service Area (Under Development)**



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- 5. **FACETS Update**
- 6. **Participatory Governance**
 - a. **Participatory Governance Task Force Update**
 - b. **Integrated Planning Cycle: Current Phase - Budget Allocation**
- 7. **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.
- 8. [Plan of Work for the Committee this Year](#)

In the interest of time, the agenda items in 2d-8, were deferred for the next IEC meeting on April 27, 2022.

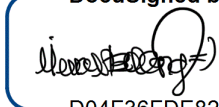
ADJOURNMENT

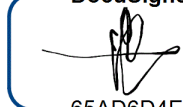
The IEC's *first* meeting for April 2022, was adjourned at 12:02 p.m.

Submitted By:

Concurred By:

Approval Date:

DocuSigned by:

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 Meria N. Bollong
 Secretariat Officer, EC

DocuSigned by:

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 William Reiher, EVP
 Chairperson, IEC

April 27, 2022