



**Institutional Effectiveness Committee**  
**11:10 a.m., April 27, 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	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
Sara Rema	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 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 Library Director.

**2. Approval of Previous Meeting MINUTES**

- a. The draft Minutes from **April 13, 2022**, were reviewed by the Committee.
  - i. After the committee reviewed the **MINUTES**, the Faculty Senate Representative made a motion to approve the **MINUTES**. The VPASA 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. There were no matters from the minutes.

## 3. Action Items

### a. Financial and Audit Balanced Scorecard

- i. The Financial and Audit Balanced Scorecard was presented by the VPBAA to the IEC members.
- ii. The VPBAA will share a financial outcomes report during the CMI Retreat on April 29, 2022.
- iii. **IEC Recommendations**
  1. The IEC members recommended that the document title for Column A be changed from *Proposed Institutional Set Standards* to *Financial Key Performance Indicators*.
- iv. After careful consideration, the Dean of Academic Affairs made a motion to approve the Financial and Audit Balanced Scorecard, seconded by the Faculty Senate Representative. The motion was passed unanimously by the majority with no abstentions.

## DECISION

With the modifications, the Financial and Audit Balanced Scorecard, was approved as projected.

### b. Admission and Records AUO revision

- i. The Dean of Student Services shared the proposed revision to the Admission and Records AUO with the members of the IEC.
- ii. The IEC carefully reviewed the previous AUOs to the revised AUOs.
- iii. **IEC Recommendations/Discussions**
  1. The IEC recommended that the Admission and Records' mission be added to the document.
    - a. The VPASA added the Admission department's mission.
  2. The VPASA shared the reasons why the outcomes do not necessarily have to reflect a specific department's goals.



- a. Discussion occurred in regards to departments contributing to the college goals.
3. It was recommended by the IEC members that requesters to revise their department's AUOs should be present in the IEC meeting when their AUOs are reviewed.
4. The IEC recommended that AUO 1 be changed from:
  - a. *"The Student will be able to understand the admissions process..."* to *"The Student will be able to successfully complete the admissions process."*
- iv. After being thoroughly reviewed by the committee, the Dean of Academic Affairs made a motion to approve the proposed revision to the Admission and Records AUOs. The Dean of WAVES seconded the motion, as the motion was passed by the majority with no abstentions.

#### DECISION

**With the modifications, the proposed revision to the Admission and Records AUOs, were approved, as projected.**

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

##### **a. Data Governance**

##### **i. [IEC RSA Suggested Change](#)**

1. The Director of IRA presented the suggested changes to the IEC RSA.
  - a. The Director of FABS and the Associate Dean of Instructional Quality and Innovation were added to be members of the Data Governance Subcommittee.
2. Due to the reason that the Faculty also collects data, the Director of IRA suggested there could also be Faculty members added to the Data Governance Subcommittee.
  - a. The IEC members discussed how the Faculty representative should be appointed to the Data Governance Subcommittee.
    - i. The Faculty Senate Representative will share the information with the Faculty Senate.





- iii. The IEC members were allowed their “first read” and will be brought back for IEC’s review on May 11, 2022.
- iv. The IEC members also discussed a college-wide Participatory Governance training.

1. Planning will be done by the Participatory Governance Task Force.

## **7. Integrated Planning Cycle: Current Phase = Budget Allocation**

### **a. Integrated Planning Manual Revision**

- i. The Chairperson/EVP shared the revisions to the Integrated Planning Manual with the IEC members.

1. This was decided by the IEC members to be brought back in the next IEC meeting on May 11, 2022.

## **8. Administrative Review**

### **a. Update on Process**

- i. The Chairperson/EVP shared with the committee members that an update on the Administrative Review process had been shared with the SLT.
- ii. It’s been suggested that an external review be conducted.

### **b. Administrative Handbook (Under Development)**

- i. The Chairperson/EVP also shared the development of an Administrative Handbook.

## **9. Accreditation Update**

- a. *Standard I.B.3: The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information.*

## **10. Plan of Work for the Committee this Year**

In the interest of time, the agenda items in 9-10, were deferred for the next IEC meeting on May 11, 2022.

## **ADJOURNMENT**

The IEC’s *second* meeting for April 2022, was adjourned at 12:03 p.m.



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William Reiher, EVP  
Chairperson, IEC

Approval Date:

May 11, 2022