



**CMI**

Institutional Effectiveness Committee

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: [iec@cmi.edu](mailto:iec@cmi.edu)

**Institutional Effectiveness Committee  
10:00 a.m., August 15, 2024  
BoR Conference Room  
Rescheduled Meeting**

**MINUTES**

**Members:**

Cheryl Vila

Designated Chairperson/Director of Institutional Research and Assessment/ALO

Stevenson Kotton\*

Vice President of Business and Administrative Affairs

Dr. Adedayo Ogunmokun\*

Vice President for Land Grant

Vasemaca Savu

Dean of Academic Affairs

Telita Kaneko\*

*for* Dean of WAVES

Kayo Yamaguchi-Kotton\*

Director of Human Resources

Desmond Doulatram

Chairperson, Curriculum Committee

Hatty Kabua

Grant Coordinator

Rosina Korean\*

Faculty Senate Representative

Susana Kamram

Staff Senate Representative I

Jeremy Myazoe

Staff Senate Representative II

Ychen James

Student Government Association

**On Leave**

Chairperson William Reiher

Executive Vice President

**Member Vacancies**

- Vacant -

Dean of Student Services

\* Not Present

The Institutional Effectiveness Committee's *first* meeting for August 2024, was called to order by the designated Chairperson at approximately 10:00 a.m.

**Mission Statement**

The meeting started off with the mission statement being recited by the IEC members.

**I. Review of the Previous Meeting Minutes**

A. August 6, 2024

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1. The review of the minutes of the meeting held on August 6, 2024, were deferred.

**II. Action Items:****A. FACETS Working Group membership Update**

1. The IEC discussed and changed the sixth member of the FACETS Working Group from the Program Review Champion, Ms. Jennifer Seru, to the Staff Senate's Representative II, Mr. Jeremy Myazoe.

- a) The following were the confirmed members of the FACETS Working Group:

- (1) Dean of Academic Affairs
- (2) Dean of WAVES
- (3) IRA Director
- (4) Staff Senate Representative II
- (5) Director for the Arrak Campus

**B. [May 2024 Report on Potential ISLO Revisions](#)**

1. The following document needed the senate's feedback.
  - a) It was decided that feedback from the respective senates be shared in the next meeting.

**III. Participatory Governance Updates -**

- A. Report from IEC Chair
- B. Secretariat Officer Report
- C. Executive Council
- D. Faculty Senate
- E. SGA
- F. Staff Senate

1. There has yet to be an update on the agenda items from III.A. to III.F.

**IV. Subcommittee and Working Group Updates:**

- A. Data Governance (IEC Role 7)
- B. Administrative Handbook Working Group (IEC Role 7)

1. Process for setting up a new service area (to be in Administrative Handbook under development) - VPBAA, EVP, HR, IR.

2. [Administrative Handbook under development](#).

- a) With the absence of the Chairperson for the working group for the [Administrative Handbook](#), there was no update regarding the following.

**V. [IEC-EC RSA](#)****VI. [Institutional KPI \(IEC Role 3\)](#)**

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- VII.** [2024 Spring PS Official Enrollment Report](#) & [2024 Summer PS Official Enrollment Report](#) (IEC Role 3)
- VIII.** **FACETS update (IEC Role 1)**
- A. Prioritized initiatives from Cycle 1
- B. [Status Report as of Feb 2024](#)
1. The Chairperson/IRA Director thoroughly explained the [Status Report as of Feb 2024](#) to the IEC members.
  2. The status for the following groups was shared:
    - a) **Group 2**
      - (1) There were 8 programs that were still incomplete.
    - b) **Group 3**
      - (1) The status of the following were shared by the Chairperson:
        - (a) **Youth Corp.**
        - (b) **Developmental Education**
        - (c) **Adult Basics Education**
          - (i) With the reason that the Youth Corp Coordinator was new to her post, the Youth Corp. was moved from Group 3 to Group 6.
      - (2) As per the Chairperson, group 3 should be in the process of being reviewed by the working group by Fall Semester 2024.
    - c) **Group 4**
      - (1) **Translation/Communications Officer/Community Liaison Protocol and Logistics Officer**
        - (a) The following areas still had no “outcomes” yet.
      - (2) **Land Grant**
        - (a) The Chairperson shared that the Land Grant was exempted from doing program reviews.
          - (i) After being thoroughly discussed, it was decided by the majority that any outside entities that had CMI managing their budgets, “should do program reviews.”
      - (3) **Grants**
      - (4) **DE Centers**
        - (a) The IEC discussed the communication issues that needed to be improved in terms of the DE Centers.



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**d) Group 5**

(1) As per the Chairperson/IRA Director, only the Marine Science CCT had completed.

(a) All other programs were incomplete.

**e) Group 6**

(1) The IRA department was the only program completed.

(a) All other programs were incomplete.

3. The IEC discussed how 80% of the program units were incomplete and ways to improve.

a) The following were some of the suggestions:

(1) Program reviews to be discussed and reviewed during department meetings and during faculty in-services.

(2) Appropriate discipline for delayed units.

(a) The ineligibility to request for additional budget for department/program.

(i) Not eligible/qualified to be part of the prioritization process

b) After being carefully discussed, the IRA Director made a motion to approve the suggestions recommended. The motion was seconded by the Dean of Academic Affairs and successfully passed by the majority, with no abstentions.

**(1) DECISION**

**(a) Having no objections, the following discipline measure was approved by the majority, with no abstentions:**

**(i) The ineligibility to request for additional budget for the department and/or program.**

**(a) The ineligibility to be part of the prioritization process reviewed annually by the IEC.**

c) Should worst-case scenario occur and a department/program constantly refused to submit what was required regarding their FACETS, the following was to take place:

(1) Two (2) Written Warnings

(2) Dissolvement of Program



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- (a) The CC Chairperson moved to approve the recommendation. The Dean of Academic Affairs seconded the motion and it was passed unanimously, by the majority, with no abstentions.

**(i) DECISION**

- (a) **The recommendation was approved should the worst-case scenario occur, with constant refusal to submit the FACETS requirements accordingly. The recommendation included the following:**

- (i) **Two (2) Written Warning Notices**
- (ii) **Failure after the two written notices, the program was to be dissolved.**

C. [PR Champion Report](#)

**IX. MAPS update (IEC Role 1)**

- A. MAPS Extended Cycle 4 Status Report - pending from IR
- B. [MAPS Cycle 5](#)

**X. IEC Planning Role to EC - IEC RSA**

**XI. Integrated Planning Cycle: Update coming soon**

**XII. Accreditation Update**

- A. Follow up on Standard 1.1 and alignment with [ACCJC's Policy on Social Justice](#) (Task Force)
- B. Standard 1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.  
Review Criterion: The institution establishes its goals in a process that is appropriate for its character and context.

**\* In the interest of time, the Chairperson urged the members to review the agenda items from VIII.C. to XII.B.**

**ADJOURNMENT**

The IEC's *first* meeting for August 2024, was adjourned at 11:09 a.m.



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Submitted By:

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Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

E5BC462E9302463...  
Cheryl Vila, IRA Director  
Designated Chairperson, IEC

Approval Date:

August 28, 2024