



**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  
11:10 a.m., August 28, 2024  
BoR Conference Room**

**MINUTES**

**Members:**

Cheryl Vila

Designated Chairperson/Director of Institutional  
Research and Assessment/ALO

Stevenson Kotton\*

Vice President of Business and Administrative Affairs

Vasemaca Savu\*

Dean of Academic Affairs

Rigieta Lord

Dean of WAVES

Oyinade Ogunmokun

*for* Acting Dean of Student Success

Kayo Yamaguchi-Kotton\*

Director of Human Resources

Desmond Doulatram

Vice Chairperson, Curriculum Committee

Edward Alfonso

Chairperson, Curriculum Committee

Hatty Kabua

Grant Coordinator

Gade Maitokana

Faculty Senate Senate Representative

Susana Kamram

Staff Senate Representative I

Jeremy Myazoe

Staff Senate Representative II

Ychen James

Student Government Association

**Members Present via ZOOM**

Dr. Adedayo Ogunmokun

Vice President for Land Grant

**On Leave**

Chairperson William Reiher

Executive Vice President

**Member Vacancies**

- Vacant -

Dean of Student Services

\* Not Present

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The Institutional Effectiveness Committee's *second* meeting for August 2024, was called to order by the designated Chairperson at approximately 11:10 a.m.

The designated Chairperson welcomed the newly elected Faculty Senate Representative, along with the proxy for the Acting Dean of Student Success.

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## **Mission Statement**

The meeting started off with the mission statement being recited by the SGA Representative.

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

#### **A. August 15, 2024**

1. After being carefully reviewed, the Grants Coordinator moved to approve the [August 15, 2024](#) meeting minutes. The Staff Senate Representative I seconded the motion and it was approved, by the majority, with two abstentions.

#### **a) DECISION**

- (1) Having no modifications, the minutes for the meeting held on [August 15, 2024](#), were approved, as presented.**

### **II. Action Items:**

#### **A. May 2024 Report on Potential ISLO Revisions**

1. After being thoroughly discussed, and after the Staff Senate Representatives shared the Staff Senate's survey results, it was decided by the majority members that the document be deferred to the IEC's next scheduled meeting on September 11, 2024.

- a) With the new members, the IEC allowed more time for the document to be reviewed by the members and their respective constituents.

#### **B. IEC-EC RSA**

1. The IEC discussed "who was to lead the planning process of the college?"

- a) After careful consideration and deliberation, the Dean of WAVES moved to approve the following:

- (1) Planning was to be conducted by the Executive Council.

- (2) Monitoring and evaluation process was to be conducted by the Institutional Effectiveness Committee (IEC).

- (a) The motion was seconded by the Faculty Senate Representative and carried unanimously, by the majority, with no abstentions.

#### **(i) DECISION**

- (a) Having no objections, the following were approved:**

- (i) Planning was to be conducted by the Executive Council.**

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**(ii) The monitoring and evaluation process was to be conducted by the Institutional Effectiveness Committee (IEC)**

III. FACETS update (IEC Role 1)

A. Prioritized initiatives from Cycle 1

1. The IEC inquired and discussed previous budget prioritization allocations from cycle 1.

a) The IEC sought the Secretariat Officer's assistance in reporting back to the IEC in terms of what was on record regarding the status of the allocations from cycle 1.

B. [Status Report as of July 2024](#)

1. A Program Review Day was still in the planning phase and was to be shared with the IEC once confirmed.

2. As per the Chairperson/IRA Director, an email was to be sent from the IRA department to the respective Administrators regarding pending signatories on the program review submissions.

3. As per the Chairperson/IRA Director, an email was to be sent from the IRA department regarding a one-day training to assist in the completion of the pending program reviews.

a) The one-day training had been scheduled for September 5, 2024

C. [PR Champion Report](#)

1. The Chairperson urged the members to review the [PR Champion Report](#).

IV. MAPS update (IEC Role 1)

A. MAPS Extended Cycle 4 Status Report

B. [MAPS Cycle 5](#)

V. [Institutional KPI](#) (IEC Role 3)

A. The IEC discussed the importance of conducting surveys to address the following:

1. The immediate needs of students upon enrollment to CMI.

2. The lower female completion rate, additional questions will be asked of female students to tailor specific interventions..

3. According to the Chairperson, surveys were to be developed and shared by the IRA department.

4. The IEC had reviewed the document thoroughly, starting from KPI 1 to KPI 5.

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- VI. [2024 Spring PS Official Enrollment Report](#) & [2024 Summer PS Official Enrollment Report](#) (IEC Role 3)
  - A. The Chairperson/IRA Director shared and explained the [2024 Spring PS Official Enrollment Report](#) & [2024 Summer PS Official Enrollment Report](#) to the IEC members.
- VII. Participatory Governance Updates-
  - A. Report from IEC Chair
  - B. Secretariat Officer Report
  - C. Executive Council
  - D. Faculty Senate
  - E. SGA
  - F. Staff Senate
- VIII. 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](#).
- IX. Integrated Planning Cycle: Update coming soon
- X. 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 agenda items from VII.A. to X.B., were deferred.\*\*\*

### **ADJOURNMENT**

The IEC's *second* meeting for August 2024, was adjourned at 12:03 p.m.



# CMI

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Submitted By:

DocuSigned by:

Handwritten signature of Meria N. Bollong in black ink.

D04F36FDE82B468...

Meria N. Bollong  
Secretariat Officer, EC

Concurred By:

DocuSigned by:

Handwritten signature of Cheryl Vila in black ink.

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Cheryl Vila, IRA Director  
Designated Chairperson, IEC

Approval Date:

September 11, 2024