



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

**Institutional Effectiveness Committee
11:10 a.m., November 13, 2024
BoR Conference Room**

MINUTES

Members:

Dr. Elizabeth Switaj

Stevenson Kotton*

Vasemaca Savu

Rigieta Lord

Cheryl Vila

Kayo Yamaguchi-Kotton*

Anaseini Talei

Ychen James

Gade Maitokana

Edward Alfonso

Susana Kamram*

Jeremy Myazoe

Chairperson/Vice President of Academic & Student
Affairs (VPASA)/Accreditation Liaison Officer
Vice President of Business and Administrative Affairs
Dean of Academic Affairs
Dean of WAVES
Director of Institutional Research and Assessment
Director of Human Resources

for Grant Coordinator

Student Government Association Representative
Faculty Senate Representative
Faculty Senate/Chairperson, Curriculum Committee
Staff Senate Representative I
Staff Senate Representative II

Members Present via ZOOM

Dr. Adedayo Ogunmokun

Meyar Laukon

Vice President for Land Grant
Acting Dean of Student Success

On Leave

Chairperson William Reiher

Executive Vice President

* Not Present

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

The designated Chairperson welcomed the members and conveyed her appreciation for their attendance.

Mission Statement

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

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I. Review of the Previous Meeting Minutes

A. October 23, 2024

1. The IEC members thoroughly reviewed the meeting minutes of [October 23, 2024](#).
 - a) The committee discussed the reduction in the KPI's stretch goal from +10 to +5.
2. After being carefully reviewed, the Curriculum Committee Chairperson made a motion to approve the meeting minutes of [October 23, 2024](#). The motion was seconded by the Faculty Senate Representative and carried unanimously, by the majority, with one abstention.

a) DECISION

(1) Having no modifications, the minutes for the meeting held on [October 23, 2024](#), was approved.

II. Matters Arising from the Minutes and Old Business

A. Chart of KPIs, ISS, and Stretch Goals

1. The Chairperson shared the stretch goals presented in the document to the Institutional Effectiveness Committee (IEC) members.
2. The Dean of WAVES moved to approve the [Chart of KPIs, ISS, and Stretch Goals](#). The Dean of Academic Affairs seconded the motion and it was passed unanimously, by the majority, with no abstentions.

a) DECISION

(1) Having no objections, the [Chart of KPIs, ISS, and Stretch Goals](#), was approved, as presented.

III. Participatory Governance Updates

A. Report from IEC Chair/Executive Council

1. The Chairperson/VPASA updated the committee regarding the reaffirmation of the [Recommendation on ISLO](#).
 - a) As per the Chairperson, should the [Recommendation on ISLO](#) be approved by the Executive Council, it was to be forwarded to the Board of Regents, per their review and consideration.

B. Secretariat Officer Report



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1. The Secretariat Officer updated the committee regarding the committee's RSA, the Annual Assessment Report for 2023-2024, and the meeting minutes.

C. Faculty Senate

D. SGA

E. Staff Senate

1. According to the respective senate representatives, there were no issues/reports pertaining to the IEC.

IV. Updates from Subcommittees, Working Groups, and Regular Functions

A. Data Governance (IEC Role 7)

1. The IRA Director shared the need for the subcommittee to review the Term of Reference (TOR), specifically the subcommittee's membership.
2. The IEC discussed the interest in hearing from the Student's Services Department regarding the student's current issues with SONIS.

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) This was to be updated on by the HR Director as the lead in the working group in the development of the [Administrative Handbook](#).

C. MAPS: [MAPS Cycle 5](#)

1. The IRA Director shared the following Asana project with the IEC members.
 - a) In retrospect to the Asana project, the following information was shared by the IRA Director with the IEC members:
 - b) The Faculty were regularly being updated in terms of their plans and results.
 - c) The Ongoing training by the Assessment Coach.

D. FACETS

1. Program Review Working Group
 - a) The IRA Director shared the Program Review Working Group's current progress.
 - (1) Group 1



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- (a) According to the IRA Director, Group 1 was to be reviewed by the working group on Saturday, November 16, 2024.
 - (2) The forms had been revised and edited by the working group.
 - b) The Program Review Champion was in the progress of working with the departments that were behind schedule.
 - (1) However, due to the fact that there were hardly any movements in terms of Nuventive, the IRA Director requested that a communication be sent from the respective Vice Presidents in addressing the issue.
 - (a) The IRA Director shared with the committee the units that were behind schedule, especially the units that were under the VPBAA's portfolio.
 - (i) A written update report was to be compiled by the IRA Director and shared with the Chairperson/VPASA.
 - (a) The VPASA was to share the written report update with the Executive Council and the Senior Leadership Team (SLT).
- E. Social Justice Working Group (Reinstitution)
- 1. The IEC discussed the proposed membership of the Social Justice Working Group.
 - a) This was to be shared with the respective senate groups and the recommendations were to be discussed in the next Institutional Effectiveness Committee (IEC) meeting.

V. Accreditation Standard 1.2.

- A. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and equitable student outcomes.
 - 1. **Review Criterion:** The institution establishes its goals in a process that is appropriate for its character and context.
 - a) The IEC discussed CMI's Key Performance Indicators.
 - b) The committee discussed thoroughly the following:
 - (1) CMI's KPIs



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(2) CMI's "process" or processes, in terms of how it "establishes its goals."

(a) The committee discussed how processes were in place and the need for them to be implemented.

(i) The committee reviewed the importance of being able to identify and define CMI's "meaningful and ambitious" goals.

VI. New Business

A. Revised Integrated Planning Manual

1. The Chairperson/VPASA allowed the committee members their "first read" of the document and urged them to share with their respective senate groups.

a) The Integrated Planning Framework Overview section was briefly shared and explained by the VPASA and the IRA Director.

B. ISLO Assessment Process

1. The ISLO Assessment Process was shared by the Chairperson with the IEC members.

a) The document was to be shared with the respective senate groups and brought back to be tabled in the next IEC meeting.

VII. Follow Up Items

A. Student Needs Survey (for KPI #1)

1. The IRA Director shared with the committee an upcoming Student Needs Survey that was to be conducted during the registration process on SONIS.

B. Mentoring Program (for KPI #1)

1. According to the IRA Director, the establishment of a Mentoring Program was to target the female student population at CMI.

2. A detailed proposal was to be developed by the Acting Associate Dean of Student Success and shared with the IEC members once it was completed.

VIII. Adjournment

A. The Institutional Effectiveness Committee's *first* meeting for November 2024, was adjourned at 11:55 a.m.



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Submitted By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Meria N. Bollong'.

D04F36FDE82B468...

Meria N. Bollong

Secretariat Officer, EC

Concurred By:

DocuSigned by:

A handwritten signature in black ink, appearing to read 'Dr. Elizabeth Switaj'.

89BEB3BDDC23455...

Dr. Elizabeth Switaj, VPASA

Chairperson, IEC

Approval Date:

December 11, 2024

Certificate Of Completion

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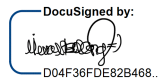
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Vice President for Academic and Student Affairs
College of the Marshall Islands
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Signing Complete	Security Checked	1/8/2025 2:21:57 PM

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