



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., September 11, 2024
BoR Conference Room**

MINUTES

Members:

Cheryl Vila

Stevenson Kotton*

Vasemaca Savu*

Rigieta Lord

Meliser Saimon

Edward Alfonso

Hatty Kabua

Gade Maitokana

Susana Kamram

Jeremy Myazoe

Ychen James

Designated Chairperson/Director of Institutional
Research and Assessment/ALO

Vice President of Business and Administrative Affairs

Dean of Academic Affairs

Dean of WAVES

for Director of Human Resources

Chairperson, Curriculum Committee

Grant Coordinator

Faculty Senate Representative

Staff Senate Representative I

Staff Senate Representative II

Student Government Association

Members Present via ZOOM

Dr. Adedayo Ogunmokun

Meyar M. Laukon

Vice President for Land Grant

Acting Dean of Student Success

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 September 2024, was called to order by the designated Chairperson at approximately 11:09 a.m.

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



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Mission Statement

The meeting started off with the mission statement being recited by the Faculty Senate's Curriculum Committee Chairperson

I. Review of the Previous Meeting Minutes

A. Special Meeting Minutes

1. March 13, 2024

- a) With the absence of the Secretariat Officer during the meeting held on March 13, 2024, the recording for the meeting was still being retrieved by the IT department.

B. [August 28, 2024 \(Draft\)](#)

1. After being carefully reviewed, the Curriculum Committee Chairperson moved to approve the minutes of [August 28, 2024 \(Draft\)](#). The motion was seconded by the Dean of WAVES and passed unanimously, by the majority, with no abstentions.

a) **DECISION**

- (1) **With the modifications recommended, the minutes of the meeting held on [August 28, 2024 \(Draft\)](#), were approved, as presented.**

II. Action Items

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

1. The following were the choices for the respective senate groups:

- a) Faculty Senate: Option 1
- b) Staff Senate: Option 2
- c) Student Government Association: Option 2

- (1) After being thoroughly reviewed and discussed and *with the fact that should the ISLOs change, mapping, PLOs, program sheets, etc., would also change*, the majority members of the IEC voted on **Option 1: "Keep the current ISLOs as-is."**

B. IEC-[EC](#) RSA

1. As per the designated Chairperson, the IEC's recommendation had been shared with the Interim President:

- a) Executive Council to initiate institutional plans.
- b) The Institutional Effectiveness Committee was to implement any initiative plans recommended by the Executive Council.

C. Prioritized initiatives from Cycle 1

1. The Secretariat Officer was to follow up with the VPBAA regarding the previous prioritization Cycle 1.



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D. Units moved to FACETS Group 6 timeline

1. The designated Chairperson shared that four (4) programs had been approved, however, had not been offered yet.
2. Due to personnel changes, the IRA Director recommended that the following units be changed to FACETS Group 6 for Cycle 2:
 - a) Registrar
 - b) Admissions
 - c) Youth Corp
 - d) Automotive Service Technology
 - e) Construction Trades
 - f) CIAO
 - g) CHOW

(1) The IRA Director moved to approve the recommended changes. The recommendation was seconded by the Curriculum Committee Chairperson and passed successfully, by the majority, with no abstentions.

(a) DECISION

(i) **The recommendation to add the following to FACETS Group 6 for Cycle 2 was approved:**

- (a) Registrar
- (b) Admissions
- (c) Youth Corp.
- (d) Automotive Service Technology
- (e) Construction Trades
- (f) OAHA
- (g) CHOW

E. Addressed remedial action recommendation #5 in IEC Assessment 2022-23

1. The designated Chairperson shared the following “remedial action” from the previous year, 2023-2024:
 - a) “The IEC Chair informed supervisors of units that still need to be completed or are delayed in their program reviews.”
 - (1) This task had been completed by the designated Chairperson on September 10, 2024.

III. MAPS Update (IEC Role 1)

A. [MAPS Extended Cycle 4 Status Report](#)

1. The designated Chairperson/IRA Director shared the results of the assessment report with the IEC members.
 - a) The members were allowed their “first read” of the document and were to share with their respective senate groups and departments.



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b) The IRA Director commended the Developmental Education's department for their completion assessing all their courses and had provided "high quality assessment."

(1) The following were also recognized for their "high quality" assessments:

(a) MATH 099

(b) EDU 109

(c) ACC 133

(d) BUS 106

(2) As per the IRA Director, almost half of the courses assessed had done disaggregation.

(3) The designated Chairperson urged the members to review the [MAPS Extended Cycle 4 Status Report](#) and provide their feedback in the next meeting, especially the Faculty Senate.

B. [MAPS Cycle 5](#)

1. In the interest of time, the agenda item III.B., was deferred

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

A. In the interest of time, the [Institutional KPI](#), was deferred.

V. [2024 Spring PS Official Enrollment Report](#) & [2024 Summer PS Official Enrollment Report](#) (IEC Role 3)

A. In the interest of time, the following were deferred.

VI. **Participatory Governance Updates**

A. Report from the IEC Chairperson

B. Secretariat Officer Report

C. Executive Council

D. Student Government Association

E. Faculty Senate

F. Staff Senate

1. In the interest of time, the participatory governance updates were deferred.

VII. [IEC RSA](#)

A. The revisions to the [IEC RSA](#) were shared by the designated Chairperson with the IEC members.

1. The members were given their "first read" and allowed them to share the document with their respective senate groups.

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Email: iec@cmi.edu**VIII. [IEC 2023-24 Assessment Report](#)**

- A. The designated Chairperson shared and asked the IEC members' for their assistance in providing their feedback in regards to the [IEC 2023-24 Assessment Report](#), especially in the **Narrative of Activities/Accomplishments** section.
- B. The designated Chairperson reminded the IEC regarding the committee's need to review policy 620.03.
 1. The inclusion to review policy 620.03 in the IEC's agenda was discussed by the members.

IX. 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](#).

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

XII. FACETS update (IEC Role 1)

*****The agenda items from IX. to XII were deferred due to the interest of time*****

XIII. ADJOURNMENT

The IEC's *first* meeting for September 2024, was adjourned at 12:11 p.m.



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Submitted By:


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Meria N. Bollong
Secretariat Officer, EC

Concurred By:

DocuSigned by:


898EB3BD0C23455...

Dr. Elizabeth Swifaj, VPASA/ALO
Chairperson, IEC

Approval Date:

October 9, 2024