



CMI

College of the Marshall Islands

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Minutes

Data Governance Committee

May 7, 2021

11:00am, BOR Mini Conference

Members Present:

Cheryl Vila

John Villafania

Lucinda Peter

Hatty Kabua

Sali Andrike

Agenda:

- Review and Approval Minutes
- IEC update
- Data Definitions
 - Post-Secondary Student – Jomi
 - Post-Secondary Course Section – Jomi and John
 - Facilities – Angie and Sali
 - Adult Education – Lucinda and Sali
 - Assessment – Cheryl and Jomi
 - Career and Technical – Lucinda and Cheryl (this is new)
- Student at risk definition
- Data Summit II activities
- CEDS Overview on June 10th 5pm EST (June 11th 9am Majuro)

Minutes:

1. Meeting called to order at 11:05am
2. Review and Approval of February 5, 2021 Minutes
 - The minutes on February 5, 2021 was already approved
 - Next meeting the committee has to approve 2 minutes (March 5, 2021 and May 7, 2021)
3. Feedback from IEC
 - IEC accepted our Terms of Reference
 - Finish the Data Definitions this academic year (June/July 2021)
 - Develop the data definitions for career and technical which is called WAVES now. The data definitions will be used to develop the forms for WAVES.
4. Post-Secondary Student
 - No update yet from the Director of Admissions and Records
5. Post-Secondary Course Section
 - John will add the missing information that will be taken from the new Course Outline form
6. Facilities
 - Stevenson want to see the list
 - Sali or Angie has to share and follow-up with Stevenson

Minutes Approved on June 05, 2021

7. Adult Education and Career and Technical

- Removed the following:
 - a. Latitude
 - b. Longitude
- To change the address fields to be consistent with other data definitions
- Update from the Chairman, ABE will be part of Jenzabar
 - a. As per the Database and Web Administrator, there's a way to do the Continuing Ed in Jenzabar but it is not the whole module yet because the need-based courses are going to be out of scope based on the minimum contract
 - b. Chairman's suggestion, all WAVES students can be treated as a regular student but we just have an identification that they are on short period courses.
 - c. IT will discuss this with the Director of WAVES around June 2021.
 - d. Since this will affect the data definitions, this will be submitted to IEC for discussion. If IEC decided not to do it, DGC will proceed to approve the ABE and Career and Technical data definitions.

8. Assessment

- The data definition for Assessment was not approved last February 5, 2021 because the committee wanted the Director of Admissions and Records to look at it first.
- The Chairman added that the best way to move forward is to approve it.
- Assessment are the different tests that we do for students for placing them.
- CMI is moving with the new procedure called "Recognition of Prior Learning" wherein if an applicant have work experience to a certain profession and they want to get a degree, they can take the assessment test and if they pass they can certification to credit some courses needed to complete the program.
- Motion to approve by Cheryl Vila, second by Hatty Kabua. Motion passed.

9. Student at risk definition

- The recommendation came from EMC
- In the Strategic Plan, there is a strategic activity that we should be able to identify student at risk and develop strategies to help them
- First thing is to identify the factors why students are at risk such as: GPA, residence, financial aid
- It is like a rubric, we will run the rubric to every student every semester to see who are the students at risk. The higher the score the higher the risk
- EMC is requiring IR office to provide a list of all students at risk to EMC
- Members can read through and ask their Supervisors any

10. CEDS Overview on June 11th 2021

- IR will reserve BOR room at 9:00am
- DGC members are invited to join

11. Special meeting on May 14th 2021

12. Meeting is adjourned at 12:10pm.