



# CMI

## Data Governance Committee

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uluga Campus  
Majuro, Marshall Islands, MH 96960

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

### Data Governance Committee

July 09, 2021

11:00am, BOR Mini Conference

#### Members present:

- |                    |   |
|--------------------|---|
| 1. Cheryl Vila     | Chair/Director of Institutional Research          |
| 2. John Villafania | Web & Database Administrator                      |
| 3. Lucinda Peter   | Administrative Assistant, representative of WAVES |
| 4. Hatty Kabua     | Grants Coordinator                                |
| 5. Sali Andrike    | Director of Financial Aid                         |

#### Members not present:

- |                  |                                       |
|------------------|---------------------------------------|
| 1. Jomi Capelle  | Director of Admissions and Records    |
| 2. Angelina Laaw | Assistant Director of Human Resources |

#### Agenda:

- Review and Approval Minutes
- Feedback from IEC
- Review of the Proposed Definition of Academically At-Risk Students at CMI
- Data Definitions

#### Minutes:

1. Meeting called to order at 11:17am
2. Approval of Previous Meeting Minutes
  - After having thorough review of the minutes of June 11, 2021, the Grants Coordinator made a motion to approve the minutes, seconded by the Director of Financial Aid. The motion was successfully passed by the majority with no abstention.
3. Feedback from Institutional Effectiveness Committee (IEC)
  - The Chair haven't presented the Data Definition for Adult Education because there are things that needs to be updated. It will be brought forward the next meeting of IEC.
4. Review of the Proposed Definition of Academically At-Risk Students at CMI definitions
  - The Chair shared the Proposed Definition of Academically At-Risk Students at CMI through email.



- Comments:
  - o The Web & Database Administrator suggested to change the risk factors. List all Academic status and label the risk factors. For the justification, it should be stating why are we using the proposed factors.
- Risk factors:
  - a. Academic status - takes into consideration the student's cumulative GPA and semester GPA
    - Good standing – No risk
    - Academic Probation – Low risk
    - Continued Academic Probation – Medium risk
    - Academic Suspension – High risk
  - b. First time students High school GPA of less than 3.0 - based on a REL research study, these students do not persist to the second year at CMI and no not complete their courses.
  - c. Complete withdraw – Students who have completely withdrawn from their classes in their last attendance at CMI.
  - d. Repeaters - Students who receive an NP in more than half of their attempted classes. The risk is more pronounced the 3<sup>rd</sup> time the student takes the class.
    - First time repeaters – Low risk
    - Second time repeaters – High risk
    - Third time or more – High risk
  - e. Financial Aid Standing status
    - Satisfactory – Low risk
    - Warning – Low risk
    - Probation – High risk
    - Suspension – High risk
  - f. Developmental Math – lowest level (1)
  - g. Developmental English – lowest level (2)
- Risk factor weights – assign weights on each factor
- Risk value – weighted average, the higher the value the higher the risk

### 5. Data Definition

- o There are no data definition to review today. The remaining data definitions are Students, Course & Section and Facilities.



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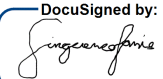
### 6. Other concerns

- The Web & Database Administrator made a motion to add the Data Analyst as a member of the committee, seconded by the Director of Financial Aid. The motion was successfully passed by the majority with no abstention.
- The terms of reference have to be revised.

### 7. Adjournment


- The Data Governance' meeting for July 09, 2021 was adjourned at 12:02pm.

Submitted by:

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Lanie Unlayao  
Member

Concurred by:

DocuSigned by:  
  
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Cheryl Vila  
Chairperson, Data Governance Committee

Approval Date:

October 5, 2021