

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention		
Date: 10/26/11	Time: 1 – 2 pm	Location: BOR Conference Room		
		National Campus		
Members				
Title/Representative	Name	Present	Absent	Remarks
1. Chair – NTL F	Yen-ti Verg-in	X		
2. Vice Chair – NTL S	Ketiner Kenneth	X		
2. Secretary – NTL F	A.D. Ulm	X		
4. NTL F	Leilani Biza		x	Sick
5. NTL F	Deva Senarathgoda	X		
6. NTL F	Lucia Donre Sam	X		
7. NTL F	Dr. Sven Muller	X		
8. NTL F	Marlene Mangonon	X		
9. NTL F	Ruci Yauvoli	X		
10. NTL S	Karleen M. Samuel	X		
11. CHK F	Richardson Chiwi	X		
12. PNI F (TT)	Xavier Yarofmal	X		
13. PNI F (TT)	Pablo Lamsis	X		
14. PNI F (TT)	Alan Alosima	X		
15. FMI S	Santus Sarongelfeg	Attempt made		Technical problems dialing in
16. YAP – S	Cecilia Dibay	Attempt made		Technical problems dialing in
17. KOS S	Dokowe George	X		
18. NTL S	Tetaake Yee Ting	X		
19. NTL S	Warren Ching	X		
20. PNI S	Yoneko Kanichy	X		
21. PNI	Joyce Roby	X		
22. PNI	Semens James		X	
23. PNI	Francisco Simram		X	
24. PNI	Edwin Sione		X	
25. PNI	Marlou Gorospe	X		
26. FMI F	Benjamin James		X	
27. CHK F	Kind Kanto		x	In class
28. NTL S	Joey Oducado		x	off island ex-officio member

Major Agenda or Topic of Discussion

- 1) Review and vote on final pool of COMET essay prompts.
- 2) Re-evaluate previous recommendation not to send NTL campus RARC members to the state campuses to assist with the COMET delivery, administration and return.
- 3) Obtain COMET logistics for individual state campuses.

Discussion of Agenda and Information Sharing

1) Review and vote on final pool of COMET essay prompts

Deva Senarathgoda and Leilani Biza provided the RARC members with the top fifteen COMET essay prompts. (The top 15 were based on the committee's previous overall favorites.) Since the previous meeting, the committee members were informed that a majority vote was indeed required in order to finalize the COMET essay prompt pool. Present members voted for their top five choices during the 10/26 meeting. Six of fifteen essay prompts were selected based on majority votes.

Deva Senarathgoda, Leilani Biza and AD Ulm are to edit the selected prompts to ensure that they are grammatically correct.

Once edited, the narrowed pool of COMET essay prompts will be officially recommended by the RARC and sent to the President for approval.

2) Re-evaluate previous recommendation not to send NTL campus RARC members to the state campuses to assist with the COMET delivery, administration and return.

After being informed of Joey Oducado's and Karen Simion's concerns regarding the committee's recommendation not to send NTL campus faculty/staff members to the state campuses to assist with the COMET, the decision was made to hold a special meeting. Yen-ti Verg-in and Karen Simion made RARC members adequately familiar with the benefits and drawbacks of sending out personnel to the state campuses. (Joey could not attend because of a funeral.)

Yen-ti explained to the group that Joey's concern was not that people at the state campuses were unqualified proctors but, rather, that there is an issue with time. While the state campuses are trustworthy members of the RARC, the tight schedule that needs to be adhered to in order to get the tests back to NTL campus and scored in a timely manner necessitates representatives from NTL to hand-carry the tests to and from Palikir.

While it was suggested that Frankie Harris assists by hand-carrying the tests to and from each site as a way to save money, scheduling conflicts make this impossible. The state campuses have already announced their testing days and it would be unfair to the students and faculty there to change them now based on Frankie Harris' schedule.

Karen spoke to the group about maintaining security in order to keep the test valid. While she completely agrees that the certified proctors at the state campuses are trustworthy, she explained that standard protocol in test administration requires having as few people as possible handle the exam. Every time an additional person is made to handle the COMET the risk of the test being compromised is heightened. The most efficient method of ensuring that as few people as possible handle the COMET is to send a NTL faculty/staff member to Chuuk, Yap and Kosrae. Their primary responsibility will be that of keeping test secure and in their presence at all times. If just one test is unaccounted for due to being in the hands of many, the validity of the entire exam will be compromised.

Karen also let the RARC know that VPIA does have the funds needed to send representatives from NTL campus to the state campuses. Before hearing this from Karen, many people on the committee were under the impression that fund were not available, making the option of sending somebody out moot.

In light of the new information conveyed by Yen-ti, Joey and Karen, the RARC now recommends that 3 members of the committee be sent (one to each of the state campuses) to ensure the security and validity of the COMET and to make sure the tests are returned to NTL campus in a timely manner for scoring.

The committee then voted on who should be sent to Yap, Chuuk and Kosrae. A majority of present members agreed that the three standing committee officers should be the ones to complete this task.

Yen-ti declined the nomination to travel to a state campus and asked to appoint somebody in her place.

Instead, the committee voted to pick a substitute for Yen-ti via random drawing. The RARC member that was randomly selected to travel in lieu Yen-ti is Xavier Yarofmal.

Based on the majority votes supporting the motion that RARC officers will travel to the state campuses and the random drawing to fill Yen-ti's place, it is recommended that the following RARC members travel to assist with the COMET.

- Ketiner Kenneth – Chuuk
- AD Ulm – Yap
- Xavier Yarofmal – Kosrae

3) Obtain COMET logistics for individual state campuses.

- Kosrae
100+ test takers
COMET scheduled for Nov. 17th

The reason why Kosrae has so many potential test takers is because the count of 100+ students includes those who want a second attempt at the exam. Yen-ti will contact Joey to find out whether or not second attempts are okay during this particular testing period.

- Chuuk
50+ test takers
COMET scheduled for Nov. 16th and 17th

- Yap
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Comments/Upcoming Meeting, Date, Time, and Others				
Next meeting: November 9, 2011. 1-2 pm				
Handouts/Documents Referenced				
List of possible COMET essay prompts				
College Web Site Link				
Prepared by: A.D. Ulm				
Date Distributed: 10/27/11				
Approval of the Minutes and Responses				
Title/Representative	Name	Aye	Nay	Remarks
1. Chair – NTL F	Yen-ti Verg-in	x		
2. Vice Chair – NTL S	Ketiner Kenneth	x		
3. Secretary – NTL F	A.D. Ulm	x		
4. NTL F	Leilani Biza	x		
5. NTL F	Deva Senarathgoda	x		
6. NTL F	Lucia Donre Sam	x		
7. NTL F	Dr. Sven Muller	x		
8. NTL F	Marlene Mangonon	x		
9. NTL F	Ruci Yauvoli	x		
10. NTL S	Karleen M. Samuel	x		
11. CHK F	Richardson Chiwi			Did not participate
12. PNI F (TT)	Xavier Yarofmal	x		
13. PNI F (TT)	Pablo Lamsis	x		
14. PNI F (TT)	Alan Alosima	x		
15. FMI S	Santus Sarongelfeg			Did not participate
16. YAP – S	Cecilia Dibay			Abstains
17. KOS S	Dokowe George	x		
18. NTL S	Tetaake Yee Ting	x		
19. NTL S	Warren Ching	x		
20. PNI S	Yoneko Kanichy			Did not participate
21. PNI	Joyce Roby	x		
22. PNI	Semens James			Did not participate
23. PNI	Francisco Simram	x		
24. PNI	Edwin Sione			
25. PNI	Marlou Gorospe	x		
26. FMI F	Benjamin James			Abstains until able to attend regularly
27. CHK F	Kind Kanto			Did not participate

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Submitted by	Amy Delyla Ulm	Date	1/11/11
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Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

Recommendations:

1) Once edited, the narrowed pool of COMET essay prompts will be officially recommended by RARC and sent to the President for approval.

2) The RARC recommends that 3 members of the committee should be sent to one state each to ensure the security and validity of the COMET.

After obtaining a majority vote, these are our recommendations regarding who should travel from NTL campus to the state campuses to assist with COMET security.

-Ketiner Kenneth – Chuuk
 -AD Ulm – Yap
 -Xavier Yarofmal – Kosrae

Travel expenses will be funded from the VPIA’s budget.

Responsibilities:

-AD, Deva and Leilani will edit the final pool of COMET essay prompts to make them grammatically correct before sending the final version to the President for approval.

-Given the President’s approval, the following RARC members will travel to State campuses to ensure the security, future validity and the prompt return of the COMET:

-Ketiner Kenneth – Chuuk
 -AD Ulm – Yap
 -Xavier Yarofmal – Kosrae

-VIPA will provide funding for travel

-Yen-ti will contact Joey to confirm whether or not second attempts to pass the COMET can be made during this particular testing period.

-AD and Yen-ti will contact Yap to find out when the exam is scheduled to take place and how many students are expected to sit for the exam. Once this information is obtained, they will share it with Karen. (Email has been sent. Waiting on a response.)

Actions by the Director of OAR

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1	x			
2	x			
3				