

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention		
Date: 2/15/12	Time: 1 – 2 pm	Location: President's Conference Room		
		National Campus		
Members				
Title/Representative	Name	Present	Absent	Remarks
1. Chair – NTL F	Ketiner Kenneth	x		
2. Vice Chair – NTL S	Dr. Sven Muller	x		
2. Secretary – NTL F	A.D. Ulm	x		
4. NTL F	Leilani Biza	x		
5. CHK F	Deva Senarathgoda	x		
6. NTL F	Lucia Donre Sam	x		
7. NTL F	Yen-ti Verg-in	x		
8. NTL F	Marlene Mangonon	x		
9. NTL S	Karleen M. Samuel	x		
10. CHK F	Richardson Chiwi	x		
11. PNI F (TT)	Xavier Yarofmal	x		
12. PNI F (TT)	Pablo Lamsis		x	no proxy
13. PNI F (TT)	Alan Alosima	x		
14. FMI S	Santus Sarongelfeg		x	no proxy
15. YAP – S	Cecilia Dibay	x		
16. KOS S	Dokowe George	x		
17. NTL S	Tetaake Yee Ting		x	no proxy
18. NTL S	Warren Ching	x		
19. PNI S	Yoneko Kanichy	x		
20. PNI	Joyce Roby		x	no proxy
21. CHK F	Memoria Yesiki	x		
22. PNI	Francisco Simram		x	no proxy
23. PNI	Edwin Sione		x	no proxy
24. PNI	Marlou Gorospe		x	no proxy
25. FMI F	Benjamin James		x	no proxy
26. NTL S	Lore Nena	x		
27. NTL F	Ruci Yauvoli		x	no proxy
28. NTL S	Joey Oducado		x	ex-officio member

Major Agenda or Topic of Discussion

- 1) potential changes to the “authority,” “meetings” and “information distribution” portions of the TOR
- 2) concern from PICS teacher regarding proctoring of the Feb COMET
- 3) potential shortening and lengthening of the regular registration and add/drop periods
- 4) focusing and clearer understanding of RARC duties

Discussion of Agenda and Information Sharing

1) During this meeting the “meetings” and “information distribution” sections of the TOR were modified to reflect (1) new quorum and committee participation guidelines in regards to attendance, voting and carrying motions.

Changes proposed by Marlene were voted on and accepted by a majority of present members. Changes will be drafted and sent out the the entire committee for review and electronic voting before they become official.

2) A teacher from PICS high school contacted the RARC with concerns regarding proctoring. She stated that her students, who are test taking seniors, (approx. 90) complained of proctoring errors after taking the exam. Her students’ chief complaints were as follows:

- a. Depending on the day and the proctor, different amounts of time were allotted for the vocabulary and reading comprehension test sections. (This should be standard and consistent.)
- b. Some proctors included the completion of demographic/personal information sections on the answer sheet with the time allotted for the vocabulary and reading comprehension sections. (Demographic/Personal information should be filled out before the scored portion of the exam begins.)
- c. Some proctors did not break the vocabulary and reading comprehension sections up, but treated them as one combined portion of the test. (This, however, would be problematic because, in the testing booklet, there are “stop” signs between the two portions of the test, which warn the student not to turn the page/continue. Additionally, different parts of the test are designated to test different skills in a standardized amount of time.)

The teacher from PICS requested that she be able to come to a meeting to voice her concerns in person.

The concerns were immediately distributed to the entire RARC committee and Joey Oducado responded that he spoke with the examiner/proctors and they stated that they followed the testing procedures properly and the students must be mistaken or confused. The key points of his response were as follows:

- a. the proper time frames were adhered to by the proctors on all testing days
- b. students were instructed to fill out the demographic information before the scored sections of the test began.
- c. some proctors did report combining the vocabulary and reading sections into 1 section, but they stated that they gave the students clear instructions not to stop in between the sections where the booklet says “stop,” but to do both test sections in one chunk of time.
- d. a proctor did decide to combine the vocabulary and reading comprehension sections, but clear instructions were given to students not to stop between sections.

Some members of the RARC were contented by Joey's explanation and felt there was no need to continue discussion on the matter. They feel that Joey's response serves as a proper end to the concerns and that the teacher at PICS should not be invited to share her concerns with the committee in person.

Other members of the RARC felt that the teacher from PICS should be invited to share her concerns. The reasons for this being that the COM is here to serve the community, including its potential/future students. Therefore, if complaints are received from community members they should be taken seriously and fully investigated.

Still other members of the committee felt the entire conversation was moot because none of us were present during the exam periods and, therefore, have no way of knowing what really happened.

Finally, some members felt that, although we have no way of knowing what really happened on these testing days, this complaint is indicative of the potential for future proctoring errors. This complaint should serve as a strong reason to investigate current proctoring standards/protocol/policies and training and strengthen them in the interest of avoiding future concerns of this nature.

The committee did not have time to finish discussing the matter, so it has been tabled until the next meeting. No decision, official requests or recommendations were made, but it was mentioned that maybe a representative of Student Services should speak to the committee to explain current proctoring standards/protocol/policies and training. Since, according to the RARC's TOR, the committee is responsible for "previewing and evaluating the reliability and validity of the COM-FSM Entrance Test (COMET) and making recommendations if needed."

(3) There was not enough time to discuss potential changes to the add/drop and registration periods. This issue was tabled.

(4) There was also lack of time to discuss the various responsibilities of the RARC and whether or not they need to be focused. This issue has also been tabled until the next meeting.

Comments/Upcoming Meeting, Date, Time, and Others

Next meeting: Feb. 29, 2012 @ 1:00 pm.

Handouts/Documents Referenced

- email from PICS teacher
- emailed responses from Joey Oducado
- current TOR
- proposed revisions by Marlene Mangonon
- Email from ALO discussing authority and distribution of recommendations

College Web Site Link

www.comfsm.fm

Prepared by:
A.D. Ulm

A.D. Ulm

Date Distributed: 2/17/12

Approval of the Minutes and Responses

Title/Representative	Name	Aye	Nay	Abstain	Remarks
1. Chair – NTL F	Ketiner Kenneth				did not participate
2. Vice Chair – NTL S	Dr. Sven Muller	×			
3. Secretary – NTL F	A.D. Ulm	×			
4. NTL F	Leilani Biza	×			
5. NTL F	Deva Senarathgoda	×			
6. NTL F	Lucia Donre Sam	×			
7. NTL F	Yen-ti Verg-in	×			
8. NTL F	Marlene Mangonon	×			
9. NTL F	Ruci Yauvoli				did not participate
10. NTL S	Karleen M. Samuel	×			
11. CHK F	Richardson Chiwi	×			
12. PNI F (TT)	Xavier Yarofmal	×			
13. PNI F (TT)	Pablo Lamsis	×			
14. PNI F (TT)	Alan Alosima				did not participate
15. FMI S	Santus Sarongelfeg	×			
16. YAP – S	Cecilia Dibay	×			
17. KOS S	Dokowe George	×			
18. NTL S	Tetaake Yee Ting				did not participate
19. NTL S	Warren Ching	×			
20. PNI S	Yoneko Kanichy				did not participate
21. PNI	Joyce Roby				did not participate
22. CHK F	Memoria Yesiki	×			
23. PNI	Francisco Simram				did not participate
24. PNI	Edwin Sione				did not participate
25. PNI	Marlou Gorospe	×			
26. FMI F	Benjamin James	×			
27. NTL S	Lore Nena				did not participate

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Submitted by	Amy Delyla Ulm	Date	2/23/12
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Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

Responsibilities:

AD will send out the final version of Marlene’s TOR edit for committee members to review and vote on.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				