

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention		
Date: September 06, 2017		Time: 1-2 PM	Location: Board Conference Room	
		National Campus VOIP 4515 PIN 7510		
Members				
	Titles /Reps	Names	P	A
1.	Chairperson (Pohnpei Campus Faculty Rep.)	Xavier Yarofmal yarofmal@comfsm.fm	P	
2.	Vice Chairperson (Kosrae Campus Staff Rep.)	Robert Jonas rjonas@comfsm.fm	P	
3.	Secretary (Yap Campus Staff Rep.)	Gertrude Mangarwen gertrudem@comfsm.fm	P	
4.	Chuuk Campus Staff Rep.	Tandy Marar matandy@comfsm.fm	P	
5.	Chuuk Campus Faculty Rep.	Richardson Chiwi chiwi@comfsm.fm	P	
6.	FMI Faculty Rep.	Alvin Sinem sinemal@comfsm.fm	P	
7.	FMI Staff Rep.	Eva Buthung ebuthung@comfsm.fm	P	
8.	Kosrae Campus Staff Rep.	Paliknoa Sigráh psigráh@comfsm.fm		A
9.	Kosrae Campus Staff Rep.	George Dokowe dokoweg@comfsm.fm	P	
10.	National Campus Staff Rep.	Penselynn Etse Sam petse@comfsm.fm	P	
11.	National Campus Staff Rep.	Julius Cecilio jcecilio@comfsm.fm	P	
12.	National Campus Staff Rep.	Pelsihner Elias pelias@comfsm.fm	P	
13.	National Campus Staff Rep.	Karleen M. Samuel karleenm@comfsm.fm	P	
14.	National Campus Faculty Rep.	Kathleen Benjamin, kjbenjamin@comfsm.fm	P	
15.	National Campus Faculty Rep.	Deva Senerathgoda deva@comfsm.fm	P	
16.	National Campus Faculty Rep.	Brian Lynch brianl@comfsm.fm		A
17.	National Campus Faculty Rep.	Marlene Mangonon mmmangonon@comfsm.fm	P	
18.	National Campus Faculty Rep.	Magdalena Hallers mhaller@comfsm.fm	P	
19.	National Campus Faculty Rep.	Kiyoshi Phillip kphillip@comfsm.fm		A
20.	National Campus Faculty Rep.	Rudelyn Dacanay, rdacanay@comfsm.fm	P	

21.	National Campus Faculty Rep.	Elias Marvey, melias@comfsm.fm	P	
22.	Pohnpei Campus Faculty Rep	Alan Alosima Alana@comfsm.fm	P	
23.	Pohnpei Campus Faculty Rep.	Joyce Roby jroby@comfsm.fm	P	
24.	Pohnpei Campus Staff Rep.	Rita Hinga rhinga@comfsm.fm		A
25.	Yap Campus Faculty Rep.	Raymond Permitez rpermitez@comfsm.fm		A

Additional Attendees

1.	Joey Oducado	VPEMSS
2.		

Major Agenda or Topic of Discussion

AGENDA

1. Roll Call by The Secretary
2. Reading of The College Mission Statement
3. Voting of August meeting minutes
4. Review of TOR
5. Open Enrollment discussion
6. Miscellaneous
7. Adjournment

Discussion of Agenda and Information Sharing

1. There were twenty members present.
2. Reading of The College Mission Statement by The Chairman
The Chairman called meeting to order at 1:05 pm Pohnpei Time.
3. Chairman opened floor for discussion on RAR August minutes. Discussed, moved and seconded that the RAR August minutes be adopted as is.

Voted and passed. Motion was carried.

4. Chairman then opened floor for discussion of RAR Term of Reference (TOR).

College of Micronesia-FSM

RECRUITMENT, ADMISSIONS AND RETENTION COMMITTEE (RARC) Terms of Reference

A. Authority

The Recruitment, Admissions and Retention Committee (**RARC**) operates through the authority of and reports to the President. Recommendations from the committee are submitted to the President for action.

B. Purpose

The **RARC** advises the President in all matters relating to the recruitment, admissions and retention of students at the college.

C. Membership

The members of the RARC should consist of full-time faculty members and staff who have been recommended by division chairs and department heads. Registrar should be invited to serve as ex-officio non-voting member of the committee.

D. Organization

The chairperson, vice-chairperson, and secretary of the RARC are elected by its members during regular meeting of the month of May of each year.

E. Responsibilities

1. Committee Members

The responsibilities of the committee members are to:

- Regularly prepare for and attend committee meetings;
- Actively participate in meetings; and
- Share information on committee discussions, recommendations and decisions with and gather input from their area of representation.

- Review and recommend policies, standards (including admissions standards), and regulations for the recruitment, admission and retention of students;
- Preview and evaluate the reliability and validity of COM-FSM Entrance Test (COMET) and make recommendations if need;
- Review statistical analysis of testing data;
- Recommend students for admission to appropriate programs;
- Act on other matters referred by the Curriculum Assessment Committee, (CAC), and Student Services Department and vice versa;
- Assist in the development and implementation of the institution recruitment and enrollment management plan and
- Review plans assessments and evaluations and make recommendations.

2. Chairperson

The chairperson's responsibilities are to:

- Preside over meetings;
- Ensure the terms of reference for the committee are met and matters brought before the committee are judiciously addressed;
- Prepare and distribute the agenda prior to each meeting; and
- Ensure committee minutes, reports, and recommendations are completed and appropriately disseminated in a timely manner.

3. Vice Chairperson

The responsibilities of the vice chairperson are to:

- Presides over meetings in the absence of the chair;
- Assist the chairperson with the above responsibilities; and
- Distribute and post the minutes in a timely manner.

4. Secretary

The responsibilities of the secretary are to:

- Take and prepare accurate minutes; and
- Record attendance of committee members.

5. Proxy

Responsibilities of proxy are to:

- Attend committee meetings and perform the functions of a member in his/her absence;
- Communicate regularly with the committee member to clarify the member's view on issues and provide post-meeting feedback; and
- Vote on behalf of the member

F. Meetings

Meetings are held at a minimum once a month throughout the year. The schedule is determined at the beginning of each academic term. The chairperson may call special meetings or reschedule regular meetings as necessary. In addition to face-to-face meetings, teleconferences and electronic meetings may be held. Having at least 25 percent of the members present constitutes the quorum needed to conduct a meeting. A majority vote of present members is required to carry a motion during a meeting. Electronic voting may be utilized when necessary and decisions will be made through majority vote of those who participate. Three working days should be allowed for any electronic votes to be counted. Those who do not participate within three working days forfeit their right to vote. Results of electronic voting are to be documented in the next committee meeting minutes.

G. Distribution of Information

Agenda items may be submitted to the chairperson by members, other committees, or the administration. The chairperson compiles the agenda and forwards it to committee members prior to meetings.

All meetings are to have minutes, which are to be distributed electronically within three working days of the meeting to members for their review. Members are to vote on the minutes within the next three working days. Once minutes have been approved by a majority of members, the vice chairperson will send them out to the college community for dissemination and/or feedbacks through whatever available means of communication such as electronic mail, uploads to college website, wiki, etc. The minutes are officially adopted at the next meeting.

Any recommendations from the Committee needing approval by the President should pass through the Registrar and the VP EMSS before the President takes action. The chairperson of the Committee shall update all committee chairs and the President during their monthly meetings. The Ex-officio also updates the committee members on the action taken on the committee's recommendations.

H. Representation by Proxy

The college is actively working to improve its technical capacity to allow remote participation of members of the committee. Until that is achieved, remote members of the committee may select a proxy to act in their stead. Proxies must be regular employees of the college and reside on the island where the meeting is held. Committee members may not serve as a proxy.

It was moved and seconded that we adopt the TOR with minor changes.

5. Open Enrollment was discussed and tabled for further discussion.

(RAR members need to work with other Standing Committees/Departments for better planning.)

6. Chairperson announced that Vice Chairperson is going to be responsible for uploading the RAR minutes.
7. Meeting adjourned at 2:03 pm Pohnpei Time.

Next Meeting: October 04, 2017

Handouts/Documents Referenced

Prepared by:

Gertrude Mangarwen

September 20, 2017

Approval of the Minutes and Response

	Titles /Reps	Names	Aye	Nay	Abstain	Remarks
1.	Chairperson (P. Campus Faculty Rep.)	Xavier Yarofmal yarofmal@comfsm.fm	yes			
2.	Vice Chairperson (Kos. Camp Faculty Rep.)	Robert Jonas rjonas@comfsm.fm	yes			
3.	Secretary (Yap Campus Staff Rep.)	Gertrude Mangarwen gertrude@comfsm.fm	yes			
4.	Chuuk Campus Staff Rep.	Tandy Marar, matandy@comfsm.fm				absent
5.	Chuuk Campus Faculty Rep.	Richardson Chiwi rich@comfsm.fm				absent
6.	FMI Faculty Rep.	Alvin Sinem sinemal@comfsm.fm	yes			
7.	FMI Staff Rep.	Eva Buthung, ebuthung@comfsm.fm				absent
8.	Kosrae Campus Staff Rep.	Paliknoa Sigrah, psigrah@comfsm.fm				absent
9.	Kosrae Campus Staff Rep.	Dokowe George dokoweg@comfsm.fm	yes			
10.	National Campus Staff Rep.	Penselynn Etse Sam petse@comfsm.fm	yes			
11.	National Campus Staff Rep.	Julius Cecilio cecilio@comfsm.fm				absent
12.	National Campus Staff Rep.	Pelsihner Elias pelias@comfsm.fm	yes			
13.	National Campus Staff Rep.	Karleen M. Samuel karleenm@comfsm.fm	yes			
14.	National Campus Faculty Rep.	Kathleen Benjamin, kjbenjamin@comfsm.fm				absent
15.	National Campus Faculty Rep.	Deva Senerathgoda deva@comfsm.fm	yes			
16.	National Campus Faculty Rep.	Brian Lynch brianl@comfsm.fm	yes			
17.	National Campus Faculty Rep.	Marlene Mangonon mmmangonon@comfsm.f m	yes			
18.	National Campus Faculty Rep.	Magdalena Hallers mhallery@comfsm.fm	yes			
19.	National Campus Faculty Rep.	Kiyoshi Phillip kphillip@comfsm.fm				absent
20.	National Campus	Rudelyn Dacanay,	yes			

	Faculty Rep.	rdacanay@comfsm.fm				
21.	Pohnpei Campus Faculty Rep.	Alan Alosima Alana@comfsm.fm	yes			
22.	PNI Campus Faculty Rep.	Joyce Roby jroby@comfsm.fm	yes			
23.	Pohnpei Campus Staff Rep.	Rita Hinga, rHINGA@comfsm.fm				absent
24.	Pohnpei Campus Faculty Rep.	Marcus Handy, mhandy@comfsm.fm	yes			
25.	Yap Faculty Rep.	Raymond Permitez rpermitez@comfsm.fm	yes			

Submitted by

Gertrude Mangarwen

Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

The majority voted yes. There were no Abstain nor Nay.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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