

**COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form**

Committee	Student Success Committee	
Date: May 03, 2019	Time: 1:24pm – 2:02pm	Location: Board of Regents Conference Room

Members

	Titles /Reps	Name	P	A
1.	Chairperson	Timothy Mamongon		Sick leave
2.	Vice Chairperson	Francis Alex	X	
3.	Secretary	Cindy Edwin	X	
4.	Ex.-Officio Member: Director of Student Life	Krystilyn Atkinson		Student award ceremony
5.	Chuuk Campus Staff Rep.	Wilson Bisalen		Sudden meeting came up
6.	Chuuk Campus Faculty Rep.	Ben Bambo Sr.	X	
7.	FSM-FMI	Rufus Yaisolug	X	
8.	Kosrae Campus Staff Rep.	Arthur Jonas	X	
9.	Kosrae Campus Staff Rep.	Meryulyn Livae	X	
10.	National Campus Faculty Rep.	Mike Ioanis		X
11.	National Campus Faculty Rep.	Lloyd Yamada		Left early to prepare for 2pm class
12.	National Campus Faculty Rep.	Jothy John	X	
13.	National Campus Staff Rep.	Twyla Poll	X	
14.	National Campus Staff Rep.	Benina Ilon	X	
15.	CTEC Staff Rep.	Sebastian Tairuwepiy	X	
16.	CTEC Faculty Rep.	Ben Voltaire Nato		Sick leave
17.	CTEC Faculty Rep.	Shirley Jano	X	
18.	Yap Campus	Cecilia Dibay		Earlier meeting went over time
19.	Yap Campus	Susan Guarin		Couldn't leave work site due to students (no work study to help out)
20.	SBA Representative			
21.	SBA Representative			

Additional Attendees:

Major Agenda or Topic of Discussion

1. Adoption of minutes- April 5, 2019
2. Survey for advisors (how to administer)
3. Election of AY 2019-2020 officers

Discussion of Agenda and Information Sharing

1. Attendance was taken and quorum was declared at 1:24pm. The vice chairman led the meeting since the chairman was out on sick leave. The college's mission statement was read.
2. The minutes of April 05, 2019 were emailed earlier for review. There were no further comments and discussions on the minutes. Motion made, seconded and the minutes were unanimously adopted as is.
3. It would be best for faculty who are members of the committee to administer the survey to their students so that they take time in explaining the purpose of the survey and encourage the students to be honest in their answers and not rush through it. The only available times are next week Tuesday and Wednesday, the last two days of instruction. It may not be possible since instructors are already preparing for final exams but the vice chairman will check with the Dean of Academic Programs, Maria Dison, if we can administer the survey on these days. If yes, then we will need to work on getting the survey printed. He will check on this with the Vice President for Institutional Effectiveness and Quality Assurance, Caroline Kocel. He will get back to the committee once he speaks with Dean Maria and Vice President Caroline.
4. Election. Nominations made and closed.
Chair elect: Timothy Mamongon
Vice chair elect: Francis Alex
Secretary elect: Cindy Edwin
The vice chair elect thanked the committee for their votes.
5. According to the secretary's membership list, one member has not informed her that he completed the committee self-evaluation survey sent by Vice President Caroline but at today's meeting, he stated that he did. Our committee is incomplete on an attendance summary and AY 2019-2020 officers but the secretary will send these after today's meeting.
6. Motion made and seconded to adjourn the meeting. The meeting ended at 2:02pm.

Next Meeting: Friday, September 6, 2019

Handouts/Documents Referenced

- *April 5, 2019 minutes*
- *Survey questions for students regarding advisors*

College Web Site Link

www.comfsm.fm

Prepared by:

Cindy Edwin

May 16, 2019

Approval of the Minutes and Response

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Submitted by		Date:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline and Responsibilities:

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				