

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

Committee	Student Success Committee	
Date: October 4, 2019	Time: 1:13pm-1: 56pm	Location: Board of Regents Conference Room

Members

	Titles /Reps	Name	Present	Absent	Comments
1.	Chairperson	Timothy Mamongon	X		
2.	Vice Chairperson	Francis Alex	X		
3.	Secretary	Cindy Edwin	X		
4.	Ex.-Officio Member: VP EMSS	Joey Oducado		X	Off island travel
5.	Chuuk Campus Staff Rep.	Wilson Bisalen		X	Off island (medical)
6.	Chuuk Campus Faculty Rep.	Ben Bambo Sr.		X	Faculty meeting
7.	FSM-FMI	Rufus Yaisolug		X	
8.	Kosrae Campus Staff Rep.	Arthur Jonas	X		
9.	Kosrae Campus Faculty Rep.	Rosalinda Bueno	X		
10.	Kosrae Campus Faculty Rep.	Annemarie Jameson	X		
11.	CTEC Faculty Rep.	Brigeen Lawrence	X		
12.	CTEC Faculty Rep.	Nestor Mangubat	X		
13.	CTEC Faculty Rep.	Bertoldo Esteban	X		
14.	National Campus Staff Rep.	Nixon Soswa	X		
15.	National Campus Staff Rep.	Sinobu Lebehn		X	
16.	National Campus Staff Rep.	Benina Ilon	X		
17.	National Campus Faculty Rep.	Mike Ioanis		X	Family matter
18.	National Campus Faculty Rep.	Jothy John	X		
19.	Yap Campus Staff Rep.	Cecilia Dibay		X	Sick
20.	Yap Campus Staff Rep.	Susan Guarin		X	Unable to leave work site due to students; no work study
21.	SBA				
22.	SBA				

Additional Attendees:	Vice President for Institutional Effectiveness and Quality Assurance, Caroline Kocel

Major Agenda or Topic of Discussion

1. Approve minutes- Sept. 6, 2019
2. Advisors Survey

Discussion of Agenda and Information Sharing

1. The chairman started the meeting by welcoming everyone.
2. There were no additions to the agenda. Motion made and seconded to adopt the agenda as is.
3. There were no changes and further discussions on the minutes of September 6. Motion made and seconded to adopt the minutes as is.
4. The committee agreed during our last meeting that the survey would be administered the same way as the Community College Survey of Student Engagement (CCSSE) but through classes taught by those on the committee. If there is no faculty then the staff will administer the survey. Following last year's CCSSE, the size would be about 527 students, randomly selected. The population would be 150 each from National Campus and the Career and Technical Education Center (CTEC) and 100 from each of the other state campuses.

When we approached VP Caroline for her help in printing the survey at the state campuses, she had a couple of concerns following her review of the survey. First, since it will be extra work for the committee, she would like to make sure that we all understand and make it clear, that we are fine with the extra work load and that we are all involved in the work-design process. Also that the process of the survey was not demanded or required of the committee but it was something the committee came up with. Those who will administer the survey include Jothy, Tim, Brigeen, Nestor, Bert, Cindy and Annemarie. Second, she added and suggested to delete some questions. She also moved questions around so that the order of questions will go from easy to difficult or will require some thought from students (please see questions below. Some changes also reflect the committee's discussions from today's meeting).

1. What campus do you belong to?
 - a) Chuuk
 - b) CTEC
 - c) FSM-FMI
 - d) Kosrae
 - e) National
 - f) Yap
2. Do you know who your academic advisor is?
 - a) Yes
 - b) No
 - c) Not sure
3. How would you like to interact with your academic advisor?
 - a) online (email, chat, Facebook)
 - b) by phone
 - c) face to face
4. What do you think is the role of an academic advisor?

Circle all that apply.

 - a. To help me with my career plan
 - b. To advise me on what courses to take to complete my major
 - c. I don't know
 - d. Others(s) Please specify _____

If you answered **b) No** or **c) Not sure** to question **2**, **please stop here** and return this paper to the person who gave it to you. If you answered a) Yes, please continue.

5. How often do you meet with your academic advisor a semester?

- a) Once
- b) Twice
- c) 3 or more
- d) Never

6. How helpful is your academic advisor?

Scale of 1-5

- 1 not helpful
- 2 slightly helpful
- 3 somewhat helpful
- 4 very helpful
- 5 extremely helpful

7. What do you think are the main reasons holding some students from seeing their academic advisors? Circle all that apply.

- a. Lack of motivation
- b. Shy/nervous
- c. No time/time conflict
- d. Not interested
- e. Other(s) Please specify _____

8a. Have you ever contacted your academic advisor to talk about possible careers that you might be able to find after college? Yes ___ No ___

If you answered No to question 8, please continue to question 9.

If you answered Yes, please continue to question 8b and 8c.

8b. Was the academic advisor available to assist you with your career planning?

Yes _____ No _____

8c. How often did you talk to your academic advisor about your career plans?

- a) Once a month
- b) Once every semester
- c) Twice every semester
- d) Other(s) _____

9. What do you think should be done to encourage more interactions between you and your academic advisor? _____

10. Why do you think there is a lack of motivation among student to discuss career plans more openly with their advisors? _____

The revised survey with changes from today's meeting will be sent to the committee, next week Monday or Tuesday. Members are to review/comment on it for two days. It will then be sent to VP Caroline for printing.

Motion made and seconded to adjourn the meeting. The meeting ended at 1:56pm.

Next Meeting: November 1, 2019

Handouts/Documents Referenced

- *September 6, 2019 minutes*
- *Students survey on advisors*

College Web Site Link

www.comfsm.fm

Prepared by:	Cindy Edwin	October 11, 2019	
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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				