

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

Committee	Student Success Committee	
Date: October 2, 2020	Time: 1:00 – 2:00 (Pohnpei/Kosrae) 12:00 – 1:00 (Chuuk/Yap)	Location: Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Members

	Titles /Reps	Name	Present	Absent	Comments
1.	Chairperson	Francis Alex	X		
2.	Vice Chairperson	Wilson Bisalen	X		
3.	Secretary	Cindy Edwin	X		
4.	Ex.-Officio (Acting Director of Student Life)	Chelsea Rion	X		
5.	CTEC Faculty Rep	Brigeen Lawrence		X	
6.	CTEC Faculty Rep	Nestor Mangubat		X	Funeral
7.	CTEC Faculty Rep/ACE	Tendy Liwy		X	
8.	CC Faculty Rep	Ben Bambo Sr.	X		
9.	CC Faculty Rep	V-Three Raisom		X	
10.	KC Student Services	Arthur Jonas	X		
11.	KC Faculty Rep	Rosalinda Bueno	X		
12.	KC Faculty Rep	Frehiwot Teshome	X		
13.	FMI Student Services	Rufus Yaisolug	X		
14.	YC Student Services	Cecilia Dibay	X		
15.	YC Staff	Susan Guarin	X		
16.	NC Health	Benina Ilon	X		
17.	NC Counseling	Nixon Soswa		X	Funeral
18.	NC Admin Services	Sinobu Lebehn		X	
19.	NC Faculty	Mike Ioanis		X	Funeral
20.	NC Faculty	Jothy John		X	Forgot about meeting
21.	NC Faculty	Yvonne Gallen		X	
22.	SBA National Rep	Iverson Aliven	X		

23.	SBA Chuuk Rep	Kianna Meno	X		
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Additional Attendees:	

Agenda:

1. [ToR Review](#)
2. [Governance Review](#)
 - a. Summary of Recommendations – Are there any action points specifically for our committee?
 - b. Chapter 4: Committee Spotlight
 - i. Do we need to take any actions to improve?
 - ii. Do you have any comments to add to the document?
3. Student Services Support

Agenda/Major Topics of Discussion:

Quorum was declared and the chairman called the meeting to order at 1pm. He welcomed everyone, especially the SBA officers and those who are new to the committee.

1. Terms of Reference (ToR) Review

The proposed changes to the Terms of Reference includes:

- a. C. Membership- Replace “At least two” with “3” student representatives from the Student Body Association; delete “Dean of Academic Programs” as she is no longer on the committee (now on Curriculum Committee)
- b. G. Communications & Distribution of Information- combine the first two sentences to read, “All meetings will have preliminary notes to be distributed electronically within three working days of the meeting to members for their review”; delete “and members of cabinet”

The secretary will work on the changes and send to all members for review. Voting on the changes will be at the next scheduled meeting.

2. Governance Review

There were no action points specifically for the committee and the committee did not have any other comments to add to the document.

3. Student Services Support

What challenges are students facing with online learning? What support services do they need? The acting Director of Student Life (ADSL) would like feedback from the committee on what they are hearing from students. One of the representatives from Yap campus shared that the advisors met and developed a survey asking these same questions. The survey was administered yesterday so once they have the results, will share them with ADSL. From speaking with students, time management is an area students have found to be difficult so they want to go back to face to face learning. There are links (<http://www.comfsm.fm/?q=vpss>

and <https://www.youtube.com/channel/UC77nXLBMBx3ZSHXnWePIe8w>) on the college's websites, COM-FSM and COM-FSM National Youtube pages to Enrollment Management and Student Services tutorials, for example, how to withdraw from a course. Other concerns raised were zoom meetings, (how to navigate) Schoology and Mind Tap (for textbooks). She encouraged all to reach out to Student Life and Student Services and to email her any other concerns.

Miscellaneous

The college is in the process of administering the SENSE Survey to all new students (including those who started in the summer). The link was posted earlier on the college's website and sent through instructors but to date, very few have responded and the deadline was today. We have asked for an extension so please encourage all new students that you know, help, and come across, to complete the survey. An email from Francis has now been sent to them with the survey link and their (individual) passcode. Suggestions were made to send it through Schoology since students are now going straight to Schoology and to also send it to the Student Services Coordinators and counselors. The new deadline is the end of the month but try to get it done in the next two weeks.

The chairman thanked everyone for joining and the meeting ended at 2:17pm.

Comments/Upcoming Meeting Date & Time/Etc.:

Next meeting scheduled: Friday, November 06; 12PM Yap/ Chuuk, 1PM Pohnpei/ Kosrae

Handouts/Documents Referenced

- Terms of Reference (Feb. 02, 2018)
- Governance report (draft)

College Web Site Link

www.comfsm.fm

Prepared by:	Cindy Edwin	Date Distributed:	10/07/2020
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Approval of Minutes Process and Responses:

Action by the President

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				

