

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

<b>Committee</b>	Student Success Committee				
<b>Date:</b> March 19, 2021 (Special meeting)	<b>Time:</b> 1:00 – 2:00 (Pohnpei/Kosrae) 12:00 – 1:00 (Chuuk/Yap)		<b>Location:</b> Zoom		
<b>Summary of Recommendations with Suggested Timeline &amp; Responsibilities:</b>					
<b>Members</b>					
	<b>Titles /Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
1.	Chairperson	Francis Alex	✓		
2.	Vice Chairperson	Wilson Bisalen		✓	Chuuk Campus Management Council meeting
3.	Secretary	Cindy Edwin	✓		
4.	Ex.-Officio (Acting Director of Student Life)	Chelsea Rion	✓		
5.	CTEC Faculty Rep	Brigeen Lawrence		✓	
6.	CTEC Faculty Rep	Nestor Mangubat	✓		
7.	CC Faculty Rep	Ben Bambo Sr.		✓	
8.	CC Faculty Rep	V-Three Raisom		✓	
9.	KC Student Services	Arthur Jonas	✓		
10.	KC Faculty Rep	Rosalinda Bueno		✓	Internet connection problem
11.	KC Faculty Rep	Frehiwot Teshome	✓		
12.	KC Faculty Rep	Skipper Ittu	✓		
13.	FMI Student Services	Rufus Yaisolug		✓	
14.	YC Student Services	Cecilia Dibay		✓	
15.	YC Staff	Susan Guarin		✓	
16.	NC Health	Benina Ilon	✓		
17.	NC Counseling	Nixon Soswa		✓	
18.	NC Admin Services	Sinobu Lebehn		✓	
19.	NC Faculty	Mike Ioanis		✓	Funeral
20.	NC Faculty	Jothy John	✓		
21.	NC Faculty	Yvonne Gallen	✓		
22.	SBA Chuuk Rep	Kiva Meno		✓	Chuuk Campus Management Council meeting

23.	SBA				
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<b>Additional Attendees:</b>	

<b>Agenda:</b>
<ol style="list-style-type: none"> <li>1. Call to order; Moment of silence</li> <li>2. Reading of Mission Statement</li> <li>3. Roll call; Declaration of quorum</li> <li>4. Review of agenda</li> <li>5. Approval of minutes <ol style="list-style-type: none"> <li>a. March 05, 2021</li> </ol> </li> <li>6. Strategic Plan (2018-2023) Report (draft from VP Caroline)</li> <li>7. Adjournment</li> </ol>

<p><b>Agenda/Major Topics of Discussion:</b></p> <p><b>Call to order; Moment of Silence</b></p> <ol style="list-style-type: none"> <li>1. The chairman called the meeting to order at 1:02pm, followed by a moment of silence.</li> </ol> <p><b>Reading of the Mission Statement,</b></p> <ol style="list-style-type: none"> <li>2. Cindy read the mission statement.</li> </ol> <p><b>Roll Call; Declaration of Quorum</b></p> <ol style="list-style-type: none"> <li>3. Quorum was declared.</li> </ol> <p><b>Review of agenda</b></p> <ol style="list-style-type: none"> <li>4. The main purpose of today’s special meeting is to continue our review of the Strategic Plan Report that was sent by VP Caroline. There were no additions or changes to the agenda.</li> </ol> <p><b>Approval of minutes</b></p> <ol style="list-style-type: none"> <li>5. The minutes of March 05, 2021 were emailed earlier for review. There were no discussions, comments or changes made so the minutes were adopted as is.</li> </ol> <p><b>Strategic Plan (2018 – 2023) Report (draft from VP Caroline)</b></p> <ol style="list-style-type: none"> <li>6. The committee is to review Strategic Measure 1.1, 1.4, 1.5, 1.6, 1.7, 1.8 and 1.9 and consider actions.</li> </ol> <p>Strategic Measure 1.1 All five CCSSE benchmarks are exceeded</p> <p>1.1.3. Actions</p> <ul style="list-style-type: none"> <li>• Recommend that faculty and students meet regularly.</li> <li>• (Virtual Forums) SBA is partnering with advisors and relevant academic programs.</li> <li>• Advisors meet with the advisees as a group at least once a month.</li> <li>• Mandatory scheduled meeting or consultation with advisor.</li> <li>• Faculty be more involved/participate in extra-curricular activities.</li> </ul>
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Strategic Measure 1.4 Average student semester credits earned is 12

1.4.3. Actions

- Offer stipend for tutees since this is the target group that have the tendency to withdraw classes.
- Take a closer look at reasons why and strengthen advising, counseling, tutorial, course offerings/scheduling.
- Provide tutorial sessions with students in need and more interactions with faculty.
- Reach out to students. Set up schedule to meet with students in need. Instructors and tutors to observe student work.
- Offer more student-friendly activities and faculty to offer lots of authentic assessments whereby students can actually work in the communities and feel responsible for their learning and community enrichment.

Strategic Measure 1.5 Persistence rate (fall to spring) is 95%

1.5.3. Actions

- Offer more authentic advisements and counseling to notice red flags (obstacles) that may hinder their chances of staying up to finish and offer workable solutions.
- Help students maintain grades to persist into the next semester.
- Take a closer look at the reasons why students did not return in spring; strengthen advising, counseling and tutoring.
- Counselors to be constantly in touch with the students, encouraging them to keep up.

Strategic Measure 1.6 Persistence rate (fall to fall) is 80%

1.6.3. Actions

- Same as 1.5. Please see comments for 1.5

Strategic Measure 1.7 Graduation rate (100%) is 12%

1.7.3. Actions

- Make sure that students are taking what they need for completion of their major because some students take completely unrelated courses to the major they have.
- How do we complete with the military services, which take pretty much a percentage of our able-to-graduate students?
- We should have more interactions with students to determine what may be possible obstacles that can prevent them from finishing up.
- How to better open those pathways of engagement between faculty/students for many students do not feel encouraged to make that initiative on their own.
- Look at reasons why students are not completing their program within two years and work on helping students overcome them.
- Communication and close monitoring of our students from advisors, counselors and even faculty is very much needed to motivate them too.

Strategic Measure 1.8 Graduation rate (150%) is 29% and Strategic Measure 1.9 Graduation rate (200%) is 35%

- The college meets these two measures but students are taking to long to complete their program and graduate. An action would be to look at the reasons why students are not able to graduate and help them get through those obstacles.

**Adjournment**

7. Motion made and seconded to adjourn the meeting. The meeting ended at 2:04pm.

**Comments/Upcoming Meeting Date & Time/Etc.:**

Next meeting schedule: April 9, 2021

**Handouts/Documents Referenced:**

- March 5, 2021 minutes
- Strategic Plan Report (draft from VP Caroline)

**College Web Site Link**

[www.comfsm.fm](http://www.comfsm.fm)

**Prepared by:**

Cindy Edwin

**Date Distributed:**

March 29, 2021

**Approval of Minutes Process and Responses:**

**Action by the President**

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				