

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

<b>Committee</b>	Student Success Committee	
<b>Date:</b> April 09, 2021	<b>Time:</b> 1:00 – 2:00 (Pohnpei/Kosrae) 12:00 – 1:00 (Chuuk/Yap)	<b>Location:</b> Zoom

**Summary of Recommendations with Suggested Timeline & Responsibilities:**

The final meeting for the academic year was rescheduled to Friday, April 30, 2021 since the original date, May 7, is the last day of final exams.

**Members**

	<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	✓		
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	✓		
11.	KC Faculty Rep	Frehiwot Teshome	✓		
12.	KC Faculty Rep	Skipper Ittu		✓	Funeral
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	✓		
20.	NC Faculty	Jothy John	✓		
21.	NC Faculty	Yvonne Gallen		✓	
22.	SBA Chuuk Rep	Kiva Meno	✓		
23.	SBA				

<b>Additional Attendees:</b>	

**Agenda:**

1. Call to order; Moment of silence
2. Reading of Mission Statement
3. Roll call; Declaration of quorum
4. Review of agenda
5. Approval of minutes
  - a. March 19, 2021
6. Student Support
7. Miscellaneous
8. Next meeting
9. Adjournment

**Agenda/Major Topics of Discussion:**

**Call to order; Moment of Silence**

1. The chairman called the meeting to order at 1:10pm. There was no moment of silence since we waited this long for more faculty to join as they are a big part of today's discussion regarding #6 of the Agenda, Student Support.

**Reading of the Mission Statement**

2. Wilson read the mission statement.

**Roll Call; Declaration of Quorum**

3. Quorum was declared.

**Review of agenda**

4. There were no additions or changes to the agenda.

**Approval of minutes**

5. The minutes of the special meeting on March 19, 2021 were emailed earlier for review. A correction to the attendance was made to the SBA Chuuk rep. There were no discussions, comments or changes made. Motion made and seconded, and the minutes were adopted as is.

**Student support**

6. How we can better support our students. To help with today's meeting discussion, the chairman sent an email yesterday with possible areas for committee members to base their views on:
  - Areas that need improvement- Do students need a video/tutorial for assistance?
  - Students want more engagement
  - CCSSE results- Pick two (or more) areas you think are most important and give feedback on how we can do better to support the students
  - Others

Each campus is to provide their views on how we can better support our students. This is also a follow up to our first meeting at the beginning of the academic year where the question was asked on how Student Services could support Instructional Affairs. We did not receive any feedback but Student Services, specifically Chelsea, Acting Director of Student Life, would like to hear from the faculty on this since many students are still in a bit of a transition with figuring out online classes, how to manage their time, balance their work space that they have, at home or in the computer labs on their respective campuses, etc. Is there a unit in your curriculum that we can piggyback on to take the knowledge to deeper level? The material can be presented in a fun way, for example Trivia Night. If we can give them the support they need then they can be successful in their studies. What do faculty want to see in the co-curricular classroom support services provided? For the different programs, how can Student Services support them virtually? What opportunities of engagements can be provided to support your courses?

#### Responses:

##### Kosrae Campus

- What I found helpful in my class is, constantly reaching out to them even when they are not responding and letting them know that I am there to help them in any possible way.
- Listen to their reasons for not submitting their requirements and give immediate feedback.
- Student Services has a very good tutorial program with many good tutors on campus but it is not very successful because very few students ask for help. Even though instructors give names of students who need tutorial, they attend in the beginning but later on they do not show up anymore. This may also be due to shyness of students, they don't want to be seen asking for help from the tutors. Student Services are trying their best by having a certain room where there is privacy so tutors can help students better but at the end, students stop attending. What can be done to solve this? Maybe we need to know who our advisees are. Have meetings to know who they are and what help we can offer may help.
- Probably better if we find out from students why they are not taking advantage of the available services and let them come up with solutions.

##### National Campus

- Be clear on how and when to get in touch.
- Provoke conversation and challenge students.
- Constantly keeping in touch with the students is best way to show them that we care about their success.
- Videos and multimedia presentation can be utilized to enhance the understanding and performance of the students.
- We can also let them know how they are performing, also what their strengths and weaknesses are.

##### CTEC

- Reach out to students/advisees. Make time at the beginning of the year to meet with advisees so they know there is someone on campus to help them/know who to go to for help. As an advisor, meet with them and talk to them about what they need to know and do (make sure they applied for financial aid, don't just approve them to do online registration

but help them choose their courses, remind them of financial aid eligibility requirements so they try their best to do well in in their courses, etc.).

#### Chuuk Campus

- Student Services to help get in touch with the parents of students who are not doing their work in my class. Getting parents involvement is crucial for my program to be uplifted. It is really difficult for faculty to get in touch with the students since courses are delivered virtually, so Student Services should help out to assist. A response to getting in touch with parents is to be mindful of the Family Educational Rights and Privacy Act (FERPA).
- The school should have more responsibilities to make sure that the students are really not disengaging themselves from school.
- Most students lack concentration. Courses only have assignments posted and only some classes offer Zoom meetings only once a week. To help them overcome it, Zoom meetings should happen every other day since they are so used to in person classes. It is better to learn through face-to-face, easier to understand.

#### FSM-FMI

- Walk students through, orientation, of equipment, classrooms, simulation room, etc., to guide them.
- Students are shy so encourage them not to.
- Offer tutoring to help out students. Schedule study hour so faculty have sacrificed their time to help individual students.

Faculty, staff and whoever else is involved, to create collaboration between each of us. Student Services to reach out to faculty and vice versa.

#### **Miscellaneous**

7. VP Caroline sent to the committee officers and ex-officio members, end-of-year tasks that need to be completed no later than May 13. The secretary is making sure that our attendance for each meeting has been updated and the approved minutes posted to the Wiki. Members will be involved in the Committee Self-Evaluation Survey 2020-2021 and the nomination of officers for AY 2021-2022. Once the link for the self-evaluation is available, the officers will send it to the members. Let us aim for 100% completion. Members can now start to think of possible officers for the next academic year.

#### **Next meeting**

8. Our next meeting is May 7 but it is the last day of final exams. Rescheduling to the following Friday, May 14, will cause us to miss VP Caroline's deadline (May 13) for the committee's end-of-year tasks. Motion made and seconded to have our last meeting of the academic year on Friday, April 30, 2021.

#### **Adjournment**

9. The meeting ended at 2:05pm.

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

Next meeting schedule: April 30, 2021; 1-2pm (Kosrae/Pohnpei), 12-1pm (Chuuk/Yap); Zoom

**Handouts/Documents Referenced:**

- March 19, 2021 minutes

**College Web Site Link**

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

**Prepared by:**

Cindy Edwin

**Date Distributed:**

April 21, 2021

**Approval of Minutes Process and Responses:**

**Action by the President**

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				