

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

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|---------------------|---|---|----------|------------------------|
| Committee | | Recruitment, Admissions, and Retention | | |
| Date: March 10,2021 | | Time: 1-2 PM | | Location: Zoom Meeting |
| | | Meeting ID: 926 6664 0221 | | |
| | | Passcode: w6Bpu8 | | |
| Members | | | | |
| | | | | |
| | Titles /Reps | Names | P | A |
| 1. | Chairperson (CTEC Faculty Rep.) | Joyce Roby iroby@comfsm.fm | P | |
| 2. | Vice Chairperson (Kosrae Campus Staff Rep.) | Dokowe George dokoweg@comfsm.fm | P | |
| 3. | Secretary (National Faculty Rep) | Rudelyn Dacanay, rdacanay@comfsm.fm | P | |
| 4. | Chuuk Campus Faculty Rep. | Richardson Chiwi chiwi@comfsm.fm | | A |
| 5. | Chuuk Campus Staff Rep. | Tandy Marar matandy@comfsm.fm | | A |
| 6. | CTEC Faculty Rep. | Mason Tihpen mason@comfsm.fm | P | |
| 7. | CTEC Faculty Rep. | Salba Silbanuz silsa@comfsm.fm | P | |
| 8. | CTEC Staff Rep. | Rensleen Joel rensleen@comfsm.fm | P | |
| 9. | CTEC Staff Rep. | Lorlain Mihkel | P | |
| 10. | Kosrae Campus Faculty Rep. | Robert Jonas rjonas@comfsm.fm | | A |
| 11. | Kosrae Campus Staff Rep. | Paliknoa Sigráh psigrah@comfsm.fm | | A |
| 12. | Kosrae Campus Representative | Wiggins Sigráh wsigrah@comfsm.fm | P | |
| 13. | National Campus Faculty Rep. | Brian Lynch brianl@comfsm.fm | | A |
| 14. | National Campus Faculty Rep. | Deva Sennerathgoda deva@comfsm.fm | | A |
| 15. | National Campus Faculty Rep. | Kathleen Benjamin kjbenjamin@comfsm.fm | P | |
| 16. | National Campus Faculty Rep. | Pelsihner Elias Victor pelias@comfsm.fm | P | |

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| 17. | National Campus Instructional Coordinator | Joseph Felix Jr. felixjr@comfsm.fm | P | |
| 18. | National Campus Staff Rep. | Penselynn Etse Sam petse@comfsm.fm | | A |
| 19. | Yap Campus Staff Rep. | Beverly Buw bbuw@comfsm.fm | P | |
| 20. | Yap Campus Faculty Rep. | Maureen Horongorus mhorongorus@comfsm.fm | P | |
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Additional Attendees

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| 1. | Doman Daoas | Registrar |
| 2. | | |
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Major Agenda or Topic of Discussion

AGENDA

1. Moment of Silence
2. Welcome all members
3. Reading of Mission Statement (Mr. George)
4. Roll Call (Secretary)
5. Adoption of Feb.2021 minute
6. Elimination of the NSTT content requirement of the 3rd Year Cert. in Teacher Prep
7. 2020 Turning Points: Evaluation of Strategic Plan, Mission and Value
8. Meeting dates change for the month of April and May
9. Miscellaneous
10. Adjourned

Discussion of Agenda and Information Sharing

1. Committee meeting started at 1:02pm, welcoming of the members done by the Chair until quorum established, followed by the moment of silence and reading of the mission statement by the vice chair.
2. Roll call verified by the secretary with 13 members present.
3. The chair opens the floor for the adoption of February minutes, unanimously voted by the members seconded by CTEC members.
4. The chair opens the floor for discussion on board policy 4204 Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary to eliminate the National standardized test for teachers (NSTT). The vice chair requested the Registrar to further explain the reason for removing the NSTT. The Registrar explained that FSM department of education, is not ready yet to administer NSTT until now, delaying the enrollment of the students furthering the degree, so decision was made to take it out. The Vice chair asked the registrar to clarify with the committee that when they say "Not Prepared" means there will be

another time for DOE to come back to the college for the same request, and the Registrar explained this situation is beyond the control of the college, though discussion on making our own test has no definite date yet. A motion has been moved by the National Campus member to adopt the changes and seconded by the CTEC member.

5. The chair opens the floor for discussion on 2020 turning points on Evaluation of Strategic Plan, Mission and Value. Members are given a few minutes to reflect and think about actions on strategic measures 1.3,1.4, 1.5, 1.6, and 2.3.

A. Strategic measure 1.3, the chair presented to consider the question on adjustment with online learning targeting nontraditional students or part timers. The registrar added more explanation on the varying degree of percentages in each campus having the set standard of 80% not met, suggesting to have a survey from each state campus for those part time students why they are not taking full credits. The vice chair shared his ideas in Kosrae campus in line with this issue regarding lack of human resources in the past, having no instructor available to teach the course, if possible, to have instructors from the National campus to deliver the courses. Other matters discussed were CTEC having gradual increase in percentage compared to other campuses may be related to availability of courses offered in both National and CTEC, including the existence of mentoring and ACE programs.

B. Strategic measure 1.4, average number of credits earned, sharing the results of not met, the Registrar further explore why students are not passing the online courses, and the increasing rate of withdrawal; suggesting to find evidence to identify reasons why students are not succeeding and such, survey should be implemented. Members from the Kosrae campus suggested to include in the survey those students who have full credit and above. The chair continues to facilitate discussion with members about actions to be taken on issues identified, mentioned to include training on how to use schoology.

C. Strategic measure 1.5 Persistence rate, the Institution Set-Standard aims that 87% of these students are still enrolled in the next Spring semester, showing results of not met. Members mentioned about Factors affecting this issue are military recruitment, failing grades, and outmigration. Actions identified by members are: Finding reasons why students did not continue on to the next semester, and survey must be implemented. The vice chair suggested that courses must be available especially to those who are graduating.

D. Strategic measure 1.6 results not met the target of 80% fall-to-fall persistence rate. Members voted to continue the same action as identified in strategic 1.5.

E. Strategic measure 2.3 enrollment increased by 5%. Chair give the floor to the Registrar and explained headcount from FSM-FMI is not included here because they could only accommodate a limited number of students and are not enrolled based on credits but based on contact hours.

Action identified by members included, finding reasons why enrollment is going down (high school enrollment is going down, outmigration, military recruitment etc.).

6. The chair mentioned about the change of schedule for the month of April & May, proposed schedule dates will be emailed.

7. Miscellaneous discussed are the next academic officers to consider the dates for meeting and future college wide activities. Next agenda include COMET results and TOR.

8. Meeting adjourned at 2:08pm

Handouts/Documents Referenced

Prepared by:

Rudelyn Dacanay RN

Approval of the Minutes and Response

1. [BP 4204](#) adopt to eliminate the NSTT (last criteria)
2. [2020 Turning points: Evaluation of Strategic Plan, Mission and Value](#) actions added to 1.3,1.4, 1.5, 1.6, and 2.3.

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| | Titles /Reps | Names | Aye | Nay | Abstain | Remarks |
|-----|---|--|------------|------------|----------------|----------------|
| 1. | Chairperson (CTEC Faculty Rep.) | Joyce Roby jroby@comfsm.fm | √ | | | |
| 2. | Vice Chairperson (Kosrae Campus Staff Rep.) | George Dokowe dokoweg@comfsm.fm | √ | | | |
| 3. | Secretary (National Faculty Rep) | Rudelyn Dacanay, rdacanay@comfsm.fm | | | | |
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| 5. | Chuuk Campus Staff Rep. | Tandy Marar matandy@comfsm.fm | √ | | | |
| 6. | CTEC Faculty Rep. | Mason Tihpen mason@comfsm.fm | √ | | | |
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| 8. | CTEC Staff Rep. | Rensleen Joel rensleen@comfsm.fm | √ | | | |
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| 14. | National Campus Faculty Rep. | Kathleen Benjamin kjbenjamin@comfsm.fm | √ | | | |
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| 16. | National Campus Instructional Coordinator | Joseph Felix Jr. felixjr@comfsm.fm | | | | A |
| 17. | National Campus Staff Rep. | Penselynn Etse Sam petse@comfsm.fm | √ | | | |
| 18. | Yap Campus Staff Rep. | Beverly Buw bbuw@comfsm.fm | √ | | | |
| 19. | Yap Campus Faculty Rep. | Maureen Horongorus mharongorus@comfsm.fm | | | | A |

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|--|--------------------|--------------------|------------------------------------|----------------|
| Submitted by | Rudelyn Dacanay RN | | | |
| Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities | | | | |
| <ol style="list-style-type: none"> 1. BP 4204 adopt to eliminate the NSTT (last criteria) 2. 2020 Turning points: Evaluation of Strategic Plan, Mission and Value actions added to 1.3,1.4, 1.5, 1.6, and 2.3. | | | | |
| Actions by the President | | | | |
| Item | Approved | Disapproved | Disapproved with Conditions | Remarks |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

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