

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

<b>Committee</b>	Student Success Committee	
<b>Date:</b> April 30, 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 officers to reword the suggested student support into recommendations and draft a letter to the Vice President for Instructional Affairs with the recommendations. No timeline given.

**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		✓	
13.	FMI Student Services	Rufus Yaisolug	✓		
14.	YC Student Services	Cecilia Dibay	✓		
15.	YC Staff	Susan Guarin		✓	Sick leave (off island)
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		✓	Prior obligation
23.	SBA FMI Rep	Jimmy Yaeiseliug		✓	

**Additional Attendees:**

**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. April 9, 2021
6. Student Support (next steps to take following last meeting)
7. Election of officers AY 2021-2022
8. Miscellaneous
9. Adjournment

**Agenda/Major Topics of Discussion:**

**Call to order; Moment of Silence**

1. The chairman called the meeting to order at 1:02pm, followed by a moment of silence.

**Reading of the Mission Statement**

2. Nixon 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 April 9<sup>th</sup> were emailed earlier for review. After the draft was sent, a change was made to the attendance to include the reason for Skipper's absence and a correction to Sinobu who was present. There were no further discussions, comments or changes made. Motion made and seconded, and the minutes were adopted as is.

**Student support (next steps to take following last meeting)**

6. Our last meeting generated a lot of good ideas on how we can better support our students. The majorities are what instructors and advisors can do with some on how Student Services, specifically Student Life, can help instructors. The next step now is to get these ideas and suggestions to them so that they can hopefully be implemented the next academic year. Discussions focused on how to get them this information, through the faculty on the committee, the Instructional Coordinators or Dean of Academic Programs. Our Terms of Reference states that we have two routes for our recommendations. For recommendations dealing with Student Services, it is through the (acting) Director of Student Life to the Vice President for Enrollment Management and Student Services. For recommendations dealing with Instructional Affairs, it is through the Dean of Academic Programs

to the Vice President for Instructional Affairs. The Dean of Academic Programs is no longer on our committee so the officers will draft a letter with our recommendations directly to the vice president. She can then decide on how to disseminate it to the faculty.

Members picked the ideas or suggestions they felt are the most important and would like to be implemented. They will be made into recommendations and sent to the appropriate vice president.

The recommendations will be based on:

- 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.
- Videos and multimedia presentation can be utilized to enhance the understanding and performance of the students.
- Walk students through, orientation, of equipment, classroom, simulations rooms, etc., to guide them.
- Be clear on how and when to get in touch.
- 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 their courses, etc.).
- Advisors should meet all their advisees and set up regular meetings.
- Listen to their reasons for not submitting their requirements and give immediate feedback.
- 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 used to in person classes. It is better to learn through face-to-face, easier to understand.
- I would also like to recommend the active involvement of advisors to their advisees; in at risk, early warning, midterm, course selection and other forms of career planning each semester all the way to completion, advisors to meet advisees beginning of semester-breaking the ice mode.

#### **7. Election of officers AY 2021-2022**

Nominations were made but members were hesitant due to current workload and other responsibilities. The following nominees accepted the role:

Chairman- Wilson Bisalen

Vice chairman- Mike Ioanis

Secretary- Cindy Edwin

#### **8. Miscellaneous**

Our committee's deadline to complete the Committee Self Evaluation from VP Caroline is Friday, May 7. Those who complete it are to inform the secretary so she can keep track of how many members have done it. This way she can also get in touch with those who have not in order for them to complete it before VP Caroline's deadline, May 13.

**9. Adjournment**

The outgoing chairman thanked everyone for all their support, discussions and what he learned from each one of us this past year. The meeting ended at 2:16pm.

**Comments/Upcoming Meeting Date & Time/Etc.:****Handouts/Documents Referenced:**

- April 09, 2021 minutes

**College Web Site Link**

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

**Prepared by:**

Cindy Edwin

**Date Distributed:**

May 12, 2021

**Approval of Minutes Process and Responses:****Action by the President**

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				