

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Recruitment, Admissions, and Retention		
Date: April 11, 2012		Time: 1 – 2 pm		Location: President's Conference Room
				National Campus
Members				
Title/Representative	Name	Present	Absent	Remarks
1. Chair – NTL F	Ketiner Kenneth	x		
2. Vice Chair – NTL S	Dr. Sven Mueller		x	council of chairs meeting
2. Secretary – NTL F	A.D. Ulm	x		
4. NTL F	Leilani Biza		x	
5. CHK F	Deva Senarathgoda	x		
6. NTL F	Lucia Donre Sam	x		
7. NTL F	Yen-ti Verg-in		x	hospitalized
8. NTL F	Marlene Mangonon	x		
9. NTL S	Karleen M. Samuel	x		
10. CHK F	Richardson Chiwi	x		
11. PNI F (TT)	Xavier Yarofmal		x	
12. PNI F (TT)	Alan Alosima	x		
13. FMI S	Santus Sarongelfeg	x		
14. YAP – S	Cecilia Dibay	x		
15. KOS S	Dokowe George	x		
16. NTL S	Tetaake Yee Ting		x	
17. NTL S	Warren Ching		x	
18. PNI S	Yoneko Kanichy		x	
19. PNI	Joyce Roby	x		
20. CHK F	Memoria Yesiki	x		
21. PNI	Francisco Simram		x	
22. PNI	Edwin Sione		x	
23. PNI	Marlou Gorospe	x		
24. FMI F	Benjamin James	x		
25. NTL S	Lore Nena	x		
NTL S	Joey Oducado		x	ex-officio member

Major Agenda or Topic of Discussion

1) Elect a new secretary

2) How should the RARC solicit students' input - especially in regards to retention?

3) Suggestions for improving quality assurance of the COMET testing environment at PICS.

4) Redefining the responsibilities of the RARC.

Discussion of Agenda and Information Sharing

1) Elect a new secretary

Lucia Donre Sam was elected as the new Secretary for the RARC - effective April 25, 2012.

2) How should the RARC solicit students' input - especially in regards to retention?

This topic was tabled until the next meeting, because nobody seemed to have any ideas on the matter.

3) Suggestions for improving quality assurance of the COMET testing environment at PICS.

The RARC has recommended to the President that a change be made in regards to the COMET testing environment at PICS high school. In our last meeting, it became clear that there are multiple issues with the testing environment (the PICS cafeteria) which jeopardize quality assurance. While the RARC has recommended that a change take place to improve quality, they have not yet made any recommendations for what the specific change should be. During this meeting we took some time to brainstorm potential solutions so we are ready to provide a recommendation if the President approves of the recommendation to make a change to the testing environment.

After considering many options, the RARC came up with the following potential solutions listed in order from most ideal to least ideal. (They have not been voted on as of yet, so they are unofficial.)

Before officially recommending any of the below options, the RARC would like to invite the VPSS and Jeffery Arnold to attend a meeting and give input on the list.)

1. The testing location stays at PICS but it moved from the cafeteria into the classrooms where the seniors normally have class.

This would be idea for the following reasons:

- students will no longer be interrupted by lunch service in the middle of their test
- students do not have to be bused to a new and less familiar location
- students would be broken up into smaller more manageable testing groups
- testing in a smaller room give students a better chance of clearly hearing the proctor's directions

Potential issues with this change:

- need to confirm with the Chief of Secondary/PICS principal that enough classrooms are available to hold all students for the entire testing period
- will require more proctors to be sent from COM than usual

2) The testing location is moved to PNI campus classrooms on a Saturday. (The only day enough classrooms would be available.)

Positive aspects of this change:

- students will no longer be interrupted by lunch service in the middle of their test
- students would be broken up into smaller more manageable testing groups
- testing in a smaller room give students a better chance of clearly hearing the proctor's directions

Potential issues with this change:

- students need to be bused in on a Saturday. Can the DOE provide this service? If not, is it possible?
- will require more proctors to be sent from COM than usual
- proctors need to work on a Saturday

3) The testing location is moved to the PNI gym on a Saturday (we agree a regular school day would be better but, on a school day, where would be get enough desks?)

Positive aspects of this change:

- students will no longer be interrupted by lunch service in the middle of their test (the environment will be more controllable than the one at PICS)
- this solution does not require any more proctoring staff than COM currently uses

Potential issues with this change:

- students need to be bused in on a Saturday. Can the DOE provide this service? If not, is it possible?
- proctors need to work on a Saturday
- this does not solve the problems associate d with a very large testing group, but it solve the primary problem of testing time being shortened and interrupted by lunch service at PICS

Note - the committee feels that using the PICS cafeteria on a Saturday is not a viable option because the dorm students still use the cafeteria for lunch. If we use that space we could again run into the primary problem that we are aiming to solve - testing time being shortened or interrupted due to lunch service.

In addition to one of the above three changes in the testing environment, the RARC is also considering the following recommendation. (This is an unofficial recommendation that has not been voted on yet - it is unofficial.)

There should be a coming reporting form that is filled out by a pre-designated after every COMET exam regardless of location. This common form would be short and simple. It would simply ask the proctors whether or not the test went according to plan.

Reasoning for this form is as follows:

Apparently, the issue of lunch shortening or interrupting COMET testing at PICS has repeatedly been an issue. Although it has been a problem more than once, nothing was even done to make the problem known to everyone involved with the COMET or solve the problem. Instead, the problem went ignored until complaints were brought to the RARC by a third party and a committee member, who is also a proctor, explained the source of the problem.

A form regarding quality assurance that is signed off by all proctoring staff will help COM to be proactive, transparent and, maybe most importantly of all, fully aware of problems that arise during testing – especially repeated problems. It would give us a better change of solving the issues in a timely manner before complaints from to us from third parties and catch us off guard. Such a form should lessen the change of issues "slipping through the cracks" year after year as they apparently have at the PICS testing site.

If there are no problems, such a form would only take a few minutes to complete.

Questions could look something like this:

-Were all testing directions read verbatim out of the testing booklet? If not, please explain.

-Did the test start and end on time? If not, please explain.

-Were all time periods for all test sections followed as planned? If not, please explain.

-Was there any need for additional instructions? If yes, please explain.

-Did an unforeseen event interfere with the usual testing procedure? If yes, please explain.

-Where there any issues with the facility that interfered with the usual testing procedure? If yes, please explain.

-Where there any complaints from testing students or the testing facility's staff? If yes, please explain.

-Other comments?

The pre-designated proctor would fill out such and form and the other proctors/testing staff would need to sign off on it.

4) Redefining the responsibilities of the RARC.

Cecilia briefly brought up the issue of recruitment matters being attended to in other meetings and the RARC not knowing about it. This begs the question: are any of our responsibilities redundant?

This matter has been tabled until the next meeting due to lack of time and because nobody had a TOR for reference. All members should bring a copy of the TOR to the next meeting to reference during discussion.

Comments/Upcoming Meeting, Date, Time, and Others

Next meeting: April 25th 2012

Handouts/Documents Referenced

College Web Site Link

www.comfsm.fm

Prepared by:
A.D. Ulm

Date Distributed: April 13,
2012

Approval of the Minutes and Responses

Title/Representative	Name	Aye	Nay	Abstain	Remarks
1. Chair – NTL F	Ketiner Kenneth				did not participate
2. Vice Chair – NTL S	Dr. Sven Muller	×			
3. Secretary – NTL F	A.D. Ulm	×			
4. NTL F	Leilani Biza	×			
5. CHK F	Deva Senarathgoda	×			
6. NTL F	Lucia Donre Sam				did not participate
7. NTL F	Yen-ti Verg-in			×	
8. NTL F	Marlene Mangonon				did not participate
9. NTL S	Karleen M. Samuel	×			
10. CHK F	Richardson Chiwi	×			
11. PNI F (TT)	Xavier Yarofmal	×			
12. PNI F (TT)	Alan Alosima	×			

13. FMI S	Santus Sarongelfeg	x			
14. YAP – S	Cecilia Dibay				did not participate
15. KOS S	Dokowe George				did not participate
16. NTL S	Tetaake Yee Ting				did not participate
17. NTL S	Warren Ching				did not participate
18. PNI S	Yoneko Kanichy				did not participate
19. PNI	Joyce Roby				did not participate
20. CHK F	Memoria Yesiki	x			
21. PNI	Francisco Simram				did not participate
22. PNI	Edwin Sione				did not participate
23. PNI	Marlou Gorospe				did not participate
24. FMI F	Benjamin James	x			
25. NTL S	Lore Nena			x	

Submitted by **Amy Delyla Ulm** Date **4/20/12**

Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities

-all members are to bring a copy of the TOR to the next meeting.

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				