

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

Committee or Working Group	Student	Success	Committee
Date: April 21, 2017	Time: 1:00 PM	Location:	Board Conference Room
Members Present:			
Titles/Reps	Name	Present	Absent
Chair	Taylor Elidok	X	
Vice-Chair	Morehna Santos	X	
Secretary	Dana Lee Ling	X	
Ex-Officio: Director Acad. Prog.	Maria Dison	X	
Ex-Officio: Director Student Life	Krystilyn Atkinson		Off-island
Ex-Officio: Director Inst Eff	Vacant		
Chuuk Campus	Wilson Bisalen	X	
Chuuk Campus	Ben Bambo Sr.	X	
FSM-FMI	Rufus Yaisolug		X
Kosrae Campus	Arthur Jonas		X
Kosrae Campus	Meryulyn Livae		X
Kosrae Campus	Rosalinda Bueno	X	
National Campus	Mike Ioanis	X	
National Campus	Mark Kostka	X	
National Campus	Francis Alex		
National Campus	Jothy John	X	
National Campus	Timothy Mamangon	X	
National Campus	Bastora Loyola	X	
Pohnpei Campus	Sebastian Tairuwepiy	X	
National Campus SBA treasurer	Marjose Redy		Absent from school that day
National Campus SBA elect			
National Campus	Benina Ilon	X	
Pohnpei Campus	Cindy Edwin	X	
Pohnpei Campus	Deeleean Daniel		ACE obsrvtn
Yap Campus	Cecilia Dibay		Recruitment site visit
Yap Campus	Julie Waathan		Recruitment site visit
Additional attendees:			

1. Adoption of Minutes
2. Elect officers for next academic year except chair. Chair can opt to return for a second term. If the chair does not desire a second term, then the vice chair rises to chair position. Vice chair is always the "chair in training." This came out of the Tuesday 11 April meeting with the Secretariat.
3. Committee assessment: a brief discussion of the following three questions:
 - a. What have we done well?
 - b. What have we not done well?
 - c. What might be done to improve the committee next year? One suggestion was to identify targets from the strategic plan and use those to set committee targets for the coming year.
4. Other matters

Quorum at 1:10. Meeting start.

1. Adoption of Minutes, March 17, 2017. Unanimously adopted.
2. Elections. Chair. Nominations made and closed.
 Chair-elect: Morehna Santos
 Vice-chair elect: Timothy Mamangon
 Secretary: Cindy Edwin
3. Committee assessment discussion

What works well. Many times we do not have a fixed agenda and yet due to flexibility we have found things to be done.

We should move on beyond just passing things and go into more detail. Flexibility? Agenda is often set up on short notice and the committee is flexible and copes well with this. An improvement would be more time before getting an agenda and more focal.

Specifying the goals of the committee would be a possible improvement. We need a SMART goal with a one year time frame. Give the committee a direction that we want to proceed.

One way to set a SMART goal is to align with a strategic goal and set that as a one year goal. At the end of the year progress against that goal can be measured. Care should be taken not work at cross-purposes to other units working on the goals.

We need input of data from student services personnel. We need student services to be more active with the committee. We did react to needs and make recommendations. We do need to follow up on the recommendations, find out if they were implemented.

Who has responsibility to bring back to the committee the results of the recommendations. Perhaps the ex officios have this responsibility. If the recommendation is in student services, then student services ex officio should be responsible to bring the results of the recommendation back into the committee. If the matter is in the area of instructional affairs, then the ex officio from instructional affairs should report back on the results of the recommendations.

Additional comments submitted in writing

Other areas the committee has done well

Progress: every comment is always in line with the topic.

Attendance: we always have quorum.

Updates on minutes: a job well done on the updates.

Other areas of improvement/where improvements could be made

VOIP etiquette. When joining a meeting in progress, wait to announce your presence to determine if a conversation is already in progress. The chair will ask who just joined the meeting.

Contribution: all members should contribute to the discussions.

Issues and Challenges: We should be committed to measuring our progress and holding ourselves accountable, just as we expect to be held accountable by students, parents, our community and our state government, upon whose funding we partially depend.

As committee members, our goals for upcoming New Year, we could focus on helping to:

Improve retention

Invest strategically in student financial support /improve financial literacy -
Require all Students to Purchase their textbooks before the beginning of

semester to guarantee their readiness for the course, as this has been major reason for students not able to complete the course.

Students frequently drop out because of issues with financial aid, often over relatively little money. Therefore, allocate additional financial aid funds to be used to improve student success.

Students are often lacking in financial literacy, which affects quality of life in addition to decisions, that impact graduation.

Recommendations: Implement As Soon as Possible: Allocate additional financial aid funds strategically to enhance students' graduation.

4. Other matters and announcements

Health fair next week on Wednesday, 26 April, on campus.

College fair on the 28th. 8:30 2:00 Practice gym. Students who assist will excused.

How many students were dismissed from the residence hall this term?
Families in the community are finding themselves suddenly burdened with the students we dismissed.

Should students dismissed from the residence hall be sent back to their home island?

Should residence hall dismissal policies be linked to academic policies?
Chair-elect recommends this be tackled in the coming year.

Adjourned 14:01

Documents Referenced				
College Web Site Link:	VOIP: 4516 2854			
Prepared by:	Dana Lee Ling	Date Distributed:		21 April 2017
Approval of Minutes Process & Responses:				
Submitted by:	Dana Lee Ling	Date Submitted:		4/21/2017
Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities				
Next meeting: TBD				

Meeting schedule 2017-2018

Student Success

14 April 2017 Good Friday
Summer break
12 May 2017 2017
Summer break
9 June 2017 2017
Summer break
7 July 2017 2017
4 August 2017
1 September 2017
29 September
2017
27 October 2017
24 November 2017
22 December 2017 Christmas 2017
19 January 2018
16 February 2018
16 March 2018
13 April 2018
11 May 2018