

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Student Success Committee		
Date: November 17, 2017		Time: 1:13-2:00 PM	Location: Board Conference Room	
Members				
	Titles /Reps	Name	P	A
1.	Chairperson	Morehna Santos		Sick
2.	Vice Chairperson	Timothy Mamongon	X	
3.	Secretary	Cindy Edwin	X	
4.	Ex-Officio: Director of Academic Programs	Maria Dison	X	
5.	Ex.-Officio: Director of Student Life	Krystilyn Atkinson		Off island
6.	Ex-Officio: Director Ins. Eff.	Vacant		
7.	Chuuk Campus	Wilson Bisalen	X	
8.	Chuuk Campus	Ben Bamboo Sr.		Faculty mtg.
9.	FSM-FMI	Rufus Yaisolug		X
10.	Kosrae Campus	Arthur Jonas		X
11.	Kosrae Campus	Meryulyn Livae		X
12.	Kosrae Campus	Lyte Chapap		X
13.	National Campus	Mike Ioanis		Funeral
14.	National Campus	Mark Kostka	X	
15.	National Campus	Francis Alex		sick
16.	National Campus	Jothy John	X	
17.	National Campus	Twyla Poll	X	
18.	National Campus	Benina Ilon		World Diabetes Day activity
19.	Pohnpei Campus	Sebastian Tairuwepiy		Not working
20.	Pohnpei Campus	Ben Voltaire Nato	X	
21.	Pohnpei Campus	Shirley Jano		X
22.	Yap Campus	Cecilia Dibay		Meeting with security guards
23.	Yap Campus	Susan Guarin		Off island (PIALA)
24.	SBA representative (president at Chuuk Campus)	Ryian Raymond		X
25.	SBA representative (president at CTEC)	Dell Jim		X
Additional Attendees:				
Acting Director of Student Life		Marlou Gorospe		

Major Agenda or Topic of Discussion

1. Approval of minutes (April 21, 2017, September 01, 2017, October 06, 2017)
2. Finalize TOR
3. Decide on a strategy of success that our committee will focus on this year

Discussion of Agenda and Information Sharing

1. Quorum was declared at 1:13pm.
2. The vice chair received a message from the chairwoman that she was out sick. Vice chair went over the agenda.
3. **Approval of minutes**
The minutes from the meetings on April 21, 2017, September 01, 2017 and October 06, 2017 were emailed to members earlier in the week for review. Although we had said at our September meeting to approve the April minutes online, the officers did not receive any responses. The September meeting minutes were not approved because we had guest speakers at our meeting in October. They went right into their presentations so we did not have time to review and approved the minutes. Jothy moved and Cindy seconded to adopt the minutes from April 21, 2017. Twyla moved and Mark seconded to adopt the minutes from September 01, 2017. Ben moved and Wilson seconded to adopt the minutes from October 06, 2017. All three minutes were approved as is.
4. **Finalize TOR**
The TOR that was sent earlier in the semester is an old one. The newer version has a draft date of April 2016 and includes the flow chart. Cindy came across it in an email from Dana (sent April 2016) when the committee last reviewed it. Cindy will incorporate the comments from the members at Yap Campus and sent it one more time for a final review. We still need to send the final copy to VPIEQA.
5. **Measures of Success**
Following VPIEQA's presentation on the Measures of Success (in the 2018-20123 Strategic Plan) during our October meeting, we were to have picked one or two of the measures that she discussed and sent them to our chairwoman. The Measures of Success with the highest pick will be our committee's focus this school year. Only a couple of members sent their responses. We will again review the measures and email to the chairwoman no later than Friday, November 24. Vice chairman reminded everyone on the importance of responding to requests in order for our committee to move forward.

The Dean of Academic Programs shared that instructional programs are working on the completion rate by reviewing the credit requirements and reducing where there are to many.

- 6. An advisor shared that he encourages students to register early but a problem they face is not being able to because they have an outstanding balance. Twyla clarified that they must first pay at least 10% (current balance) or 80% (older balance) of their outstanding balance before they can register. This is also the same for those who received their award early in the semester but still end up with an outstanding balance. For those who have not been awarded, the Financial Aid Office can indicate that they will be awarded.

Meeting ended at 2:00pm.

Next Meeting: Friday, December 01, 2017

Handouts/Documents Referenced

- *Minutes from April 21, 2017, September 01, 2017 and October 06, 2017*
- *Terms of Reference*
- *2018-2023 Strategic Plan (<http://www.comfsm.fm/?q=strategic-plan>)*

College Web Site Link

www.comfsm.fm

Prepared by:	Cindy Edwin	Nov. 23, 2017	
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Approval of the Minutes and Response

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Submitted by		Date:	
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Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				