

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Student Success Committee		
Date: December 06, 2017		Time: 1:05-2:05PM	Location: President's Conference Room	
Members				
	Titles /Reps	Name	P	A
1.	Chairperson	Morehna Santos	X	
2.	Vice Chairperson	Timothy Mamongon	X	
3.	Secretary	Cindy Edwin	X	
4.	Ex-Officio: Director of Academic Programs	Maria Dison		Workshop
5.	Ex.-Officio: Director of Student Life	Krystilyn Atkinson		SBA officers meeting with President Daisy (Came in late)
6.	Chuuk Campus	Wilson Bisalen	X	
7.	Chuuk Campus	Ben Bamboo Sr.	X	
8.	FSM-FMI	Rufus Yaisolug		X
9.	Kosrae Campus	Arthur Jonas		X
10.	Kosrae Campus	Meryulyn Livae	X	
11.	Kosrae Campus	Lyte Chapap		X
12.	National Campus	Mike Ioanis	X	
13.	National Campus	Mark Kostka		X
14.	National Campus	Francis Alex	X	
15.	National Campus	Jothy John	X	
16.	National Campus	Twyla Poll		Of island
17.	National Campus	Benina Ilon		X
18.	Pohnpei Campus	Sebastian Tairuwepiy	X	
19.	Pohnpei Campus	Ben Voltaire Nato	X	
20.	Pohnpei Campus	Shirley Jano	X	
21.	Yap Campus	Cecilia Dibay	X	
22.	Yap Campus	Susan Guarin	X	
23.	SBA representative (president at Chuuk Campus)	Ryian Raymond		X
24.	SBA representative (president at CTEC)	Dell Jim		X
Additional Attendees:				

Major Agenda or Topic of Discussion

1. Approval of November 17, 2017 minutes
2. Review/Finalize Terms of Reference
3. Measures of Success/presentation by the Director of Student Life

Discussion of Agenda and Information Sharing

1. Quorum at 1:05pm. Meeting started.
2. The chairwoman reviewed the agenda and asked if there were any additions. None, so Mike moved and Shirley seconded to adopt the agenda as is. The agenda was unanimously adopted.
3. **Approval of minutes**
The minutes of November 17, 2017 were emailed earlier for review. Shirley moved and Mike seconded to adopt the minutes. The minutes were adopted as is.
4. **Review/finalize Terms of Reference**
Discussions focused on the changes suggested by the two members in Yap.
 - A. Authority
It is understood that the Board is the sole governing policy-making body but recommendations made by the committee ends with the President and does not go to the Board. Moving the flow chart lower, below the text, helps to visualize what's written. Shirley moved and Mike seconded to keep the original text but move the flow chart below the text and to capitalize "P" (President). Unanimously adopted.
 - B. Purpose
The original text repeats what is stated in Authority. Including "welfare, engagement and achievement" defines what student success is. Suggestion was made to delete "welfare, satisfaction and achievement" and include "decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates." These seem to be what the college is looking at and define as student success (Strategic Plan 2018-20123). Shirley moved and Mike seconded to change B. Purpose, to the version suggested by the two members in Yap, with changes to "welfare, engagement and achievement". Unanimously adopted.
 - C. Membership
Discussions raised the concern regarding having a quorum and whether or not a quorum would still be considered even though all members present may only be those on Pohnpei. Since there is a possibility for off island members to encounter problems with calling in and this may result in rescheduling meetings, which may difficult due to schedules, it is best to leave it at a number that is attainable and not specify how many members from each site need to be present, in order to

have a quorum. Text for C. Membership will stay as is with changes:

- (include as last bullet) “Ex-officio members: The Director of Student Life, Dean of Academic of Academic Programs (non voting members)”.

Delete “Director of Institutional Research and Planning Office (position no longer exist but Francis, from that office, is a member of the committee)

- “At least two student representatives from the Student Body Association”.

Delete “Student representative from the national site Student Body Association”,

“Student representative from the national site Residential Hall Organization”,

“Student representative from ach of the state campuses (Chuuk, Kosrae, Pohnpei, Yap) and FSM FMI Student Body Association”.

The SBA officers from all sites chose this year’s student representatives for all the committees during their retreat earlier in the semester. They have started having monthly meetings so they can each inform the others on discussions/updates from the committee they are on.

5. Special meeting has been scheduled for next week Wednesday, Dec. 13th in order for us to complete our review of the TOR and hear from the Director of Student Life on her plans for Measures of Success.

Meeting ended at 2:05pm.

Next Meeting: special meeting Wednesday, December 13, 2017

Handouts/Documents Referenced

- *Minutes from November 17, 2017*
- *Terms of Reference*

College Web Site Link

www.comfsm.fm

Prepared by:

Cindy Edwin

Dec.11, 2017

Approval of the Minutes and Response

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Submitted by

Date:

Summary Decisions/Recommendations/Action Steps/Motions with Timeline and Responsibilities:

Actions by the President

			Disapproved with	
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Item	Approved	Disapproved	Conditions	Remarks
1				
2				
3				