

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Student Success Committee		
Date: December 13, 2017		Time: 1:11-2:20PM	Location: President's Conference Room	
Members				
	Titles /Reps	Name	P	A
1.	Chairperson	Morehna Santos	X	
2.	Vice Chairperson	Timothy Mamongon		MRA meeting
3.	Secretary	Cindy Edwin	X	
4.	Ex-Officio: Director of Academic Programs	Maria Dison		Appointment in town
5.	Ex.-Officio: Director of Student Life	Krystilyn Atkinson	X	
6.	Chuuk Campus	Wilson Bisalen	X	
7.	Chuuk Campus	Ben Bambo Sr.	X	
8.	FSM-FMI	Rufus Yaisolug		funeral
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		Sick (unable to walk up stairs to meeting)
15.	National Campus	Jothy John	X	
16.	National Campus	Twyla Poll	X	
17.	National Campus	Benina Ilon	X	
18.	Pohnpei Campus	Sebastian Tairuwepiy	X	
19.	Pohnpei Campus	Ben Voltaire Nato		Last minute personal obligation came up
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 December 06, 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. The chairwoman called the meeting to order at 1:11pm. Quorum was declared. A member of the committee suggested that we keep in mind the schedule of the faculty and not schedule meetings when they have activities going on. 2. Approval of minutes The minutes of December 06, 2017 were emailed earlier for review. Minor change to include “off island” instead of “of island”, delete one “o” in “Bamboo” and include the reasons why a couple of the members were absent. Mike moved and Mark seconded to adopt the minutes. The minutes were unanimously adopted with changes. 4. Review/finalize Terms of Reference Discussions focused on the changes suggested by the two members in Yap. C. Membership New addition to this section, “Responsibilities of the ex-officio members” D. Organization “The Student Success Committee shall elect a chairperson, vice chairperson, and secretary” will be moved to the beginning of the paragraph. “Responsibilities” of the vice chairperson (from “assist the chairperson with the above responsibilities”) should be more specific. New responsibility will be to maintain the committee’s wiki page. Secretary will prepare the minutes and send to the vice chair to upload on to wiki. E. Meeting and Voting “A quorum is formed by presence of at least 25% of voting members of the committee including the chairperson or vice chairperson”. 5. The secretary will work on the TOR draft and email to everyone for review and vote online.	

1. Approval of December 06, 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

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A member of the committee suggested that we keep in mind the schedule of the faculty and not schedule meetings when they have activities going on.
2. **Approval of minutes**
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4. **Review/finalize Terms of Reference**
Discussions focused on the changes suggested by the two members in Yap.

C. Membership
New addition to this section, “Responsibilities of the ex-officio members”

D. Organization
“The Student Success Committee shall elect a chairperson, vice chairperson, and secretary” will be moved to the beginning of the paragraph.
“Responsibilities” of the vice chairperson (from “assist the chairperson with the above responsibilities”) should be more specific. New responsibility will be to maintain the committee’s wiki page. Secretary will prepare the minutes and send to the vice chair to upload on to wiki.

E. Meeting and Voting
“A quorum is formed by presence of at least 25% of voting members of the committee including the chairperson or vice chairperson”.
5. The secretary will work on the TOR draft and email to everyone for review and vote online.

6. We did not have time for the Director of Student Life to present her plans on Measures of Success but she will email what she has. Student Life is focusing on improving Faculty/Student Relations.

Meeting ended at 2:20pm.

Next Meeting:

Handouts/Documents Referenced

- *Minutes from December 06, 2017*
- *Terms of Reference*

College Web Site Link

www.comfsm.fm

Prepared by:	Cindy Edwin	Dec.19 , 2017	
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Approval of the Minutes and Response

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

Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				