

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee		Student Success Committee		
Date: May 16, 2018		Time: 1:13pm - 1:54pm		Location: Board'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		X
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		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	X	
17.	National Campus	Benina Ilon	X	
18.	Career and Technical Education Center	Sebastian Tairuwepiy		Faculty/Staff Senate lunch meeting with President Daisy
19.	Career and Technical Education Center	Ben Voltaire Nato	X	
20.	Career and Technical Education Center	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			
Additional Attendees:				

Major Agenda or Topic of Discussion

1. Approval of April 06, 2018 minutes
2. Elect officers for AY 2018-2019
3. Committee assessment: a brief discussion on:
 - a. What have we done well?
 - b. What have we not done well?
 - c. What might be done to improve the committee next year?

Discussion of Agenda and Information Sharing

1. Quorum was declared at 1:13pm so the chair called the meeting to order. Our regular scheduled meeting was May 04 but it did not take place even though we did have a quorum. With only six members present, we were not able to move forward with the elections for AY 2018-2019 officers. The Director of Academic Programs was to have given us an update on the meeting between Student Services and Instructional Affairs regarding the 2016 CCSSE results but she was off island.
2. A change to the attendance was made to show that Susan Guarin was present. There were no further discussions. The minutes of April 06, 2018 were unanimously adopted with changes to the attendance.
3. The current vice-chair is the chair in training so Timothy Mamongon is the new chair elect. Vice chair nominations made and closed. Unanimous, vice-chair elect: Francis Alex. Secretary nominations made and closed. Unanimous, secretary elect: Cindy Edwin.
4. Discussions focused on the committee's annual assessment.

What have we done well?

 - Good attendance
 - Based on discussions and the 2016 CCSSE result, we were able to generate a survey on faculty involvement. The survey is complete (Survey Monkey) and ready to be administered; will have it in fall.

What have we not done well?

 - No time to implement plans/ideas.

What might be done to improve the committee next year?

 - See plans through
 - More responses/comments from committee members and the regular checking of emails and the use of email often to acknowledge that you received communications from the committee, vote to approve minutes, send comments and feedbacks.
 - For Student Services (counselors) and the Residential Halls to bring to the committee, policies and issues that the committee can look at. For example, grades (of Residential Hall students). Some instructors shared that even though they are in the Residential Halls, they

are the ones missing class, going to class late or not showing up at all. Director of Student Life shared that grades of students in the Residential Halls did drop tremendously this semester. Not sure if this is a common occurrence or something happened this semester to cause this.

- If there are funds available, for the committee to meet face to face at least once a year so that we meet and get to know one another. That way, when it comes to times like this (elections), we know who everyone is. This may have to be worked through the college's annual Summit (members to attend Summit).
- If funds are available, to have snacks during the meetings. This will help faculty who have back-to-back classes.

Additional comments received through email:

- We were able to finalize and approve our TOR
- We had good discussion on the Strategic Plans and recommended which Measures of Success to focus on
- We discussed and shared experiences on issues of achieving student success, especially engagement of faculty and students – 2016 CCSSE results
- We also had resource persons joining our discussion (Frankie Harris and Kristilyn Atkinson)
- We agree with the recommendation on how to improve the SSC next year, especially with the simple use of our emails to communicate often. The recommendation from Chuuk for a face to face meeting is good. Was there any recommendation for video conferencing if one location, face to face meeting is not feasible?

5. Outgoing Chairwoman thanked and expressed her outmost appreciation to everyone for serving on the committee and hopes that next year will have more implementations. At least a couple of the members are already aware that next year they will be on a different committee so she wished them the best.

Benina, on the committee's behalf, thanked the chairwoman for serving as chair and for doing a great job.

6. Motion made and seconded to adjourn the meeting. The meeting ended at 1:54pm.

Next Meeting:			
Handouts/Documents Referenced			
• <i>April 06, 2018 minutes</i>			
College Web Site Link			
www.comfsm.fm			
Prepared by:	Cindy Edwin	May 22, 2018	
Approval of the Minutes and Response			

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

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Actions by the President

Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				