

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

<b>Committee</b>	Student Success Committee	
<b>Date:</b> November 6, 2020	<b>Time:</b> 1:00 – 2:00 (Pohnpei/Kosrae) 12:00 – 1:00 (Chuuk/Yap)	<b>Location:</b> Zoom

**Summary of Recommendations with Suggested Timeline & Responsibilities:**

- The college to look into setting up nodes or hot spots for internet access outside of the college campuses.
- Look into the possibility of creating a “Forum” in Schoology for students with IT director, no timeline, chairman responsible.

**Members**

	<b>Titles /Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Comments</b>
1.	Chairperson	Francis Alex	X		
2.	Vice Chairperson	Wilson Bisalen	X		
3.	Secretary	Cindy Edwin	X		
4.	Ex.-Officio (Acting Director of Student Life)	Chelsea Rion	X		
5.	CTEC Faculty Rep	Brigeen Lawrence	X		
6.	CTEC Faculty Rep	Nestor Mangubat	X		
7.	CC Faculty Rep	Ben Bambo Sr.	X		
8.	CC Faculty Rep	V-Three Raisom	X		
9.	KC Student Services	Arthur Jonas	X		
10.	KC Faculty Rep	Rosalinda Bueno	X		
11.	KC Faculty Rep	Frehiwot Teshome	X		
12.	FMI Student Services	Rufus Yaisolug	X		
13.	YC Student Services	Cecilia Dibay		X	Helping with early registration
14.	YC Staff	Susan Guarin	X		
15.	NC Health	Benina Ilon		X	
16.	NC Counseling	Nixon Soswa		X	Occupied with office task
17.	NC Admin Services	Sinobu Lebehn		X	
18.	NC Faculty	Mike Ioanis	X		
19.	NC Faculty	Jothy John	X		
20.	NC Faculty	Yvonne Gallen		X	
21.	SBA National Rep	Iverson Aliven		X	Personal matter
22.	SBA Chuuk Rep	Kianna Meno		X	Exam

<b>Additional Attendees:</b>	

**Agenda:**

1. Approval of Oct. 02, 2020 minutes
2. Approval of Terms Of Reference
3. Review Distance Learning Proposal
4. Miscellaneous
  - Launching of HelpDesk

**Agenda/Major Topics of Discussion:**

Quorum was declared and the chairman called the meeting to order at 1:06pm.

**1. Approval of Oct. 02, 2020 minutes**

A change was made to the minutes to reflect the reasons for some members who were absent. They had informed the secretary after the meeting and after the draft minutes had been sent to the committee for review so it was not reflected. She did not receive any other changes or comments and there were no further discussions on the minutes. Motion made and seconded to approve the minutes with changes to the attendance. Motion passed.

**2. Approval of Terms of Reference**

Based on her experience, the secretary needs a little more than 3 days to complete the draft of meeting minutes and send to the committee for review. Members were in approval to have it “three to five”. The change will be:

G. Communication & Distribution of Information

- All meetings will have preliminary notes to be distributed electronically within three to five working days of the meeting to members for review.

Motion made and seconded to approve the Terms of Reference with the change to the number of days for the draft minutes to be sent to members for review. Motion passed.

**3. Review of Distance Learning Proposal**

The Accrediting Commission for Community and Junior Colleges has allowed the college to continue to offer Spring 2021 classes the way they are this fall. The college’s proposal gives us the flexibility to go from online classes back to face to face but once there is a COVID-19 case, we will be able to shift back to online. Although members were in favor of the proposal and had nothing else to add or changes to be made, discussion focused on internet access since most are aware or have heard from students that this is a problem they have. Since the proposal states that upgrades have been made at the campuses, this may be a problem students are experiencing at home. One member shared that a student recently withdrew from all of his courses because of slow internet, not being able to upload his assignments. She suggested he come to campus but if we are to limit the number of people on campus due to social distancing, a recommendation was made that the college look into providing nodes or hot spots

outside of campuses.

Another member shared that students in his community go to his house to use his internet. The challenges he's seen that they struggle with are those related to Student Services, like time management.

#### 4. Miscellaneous

- Through Information Technology (IT), the college has recently launched a HelpDesk platform. It is located on the college's website under the "Quick Access" tab. The college community can receive help online on certain subjects and services at the college, including Admission and Records, Counseling Services, Financial Aid, Information Technology (IT), Student Life, and Campus Nurse.
- Discussion centered on the recommendation by a member to have a forum in Schoology for students to post discussions on topics of concern and interest. There is already a "Forum" tab on the college's website but the discussions are no longer there. One member shared that she used to check it out and found that the postings were unnecessary and not on matters of concern or interest to the college community. The chairman will look into it with the IT director.

Motion made and seconded to end the meeting. Motion passed and the meeting ended at 2:07pm.

#### **Comments/Upcoming Meeting Date & Time/Etc.:**

Next meeting scheduled: Friday, December 04, 2020; 12PM Yap/ Chuuk, 1PM Pohnpei/ Kosrae

#### **Handouts/Documents Referenced**

- Oct. 02, 2020 meeting minutes
- Terms of Reference (Feb. 02, 2018)
- Proposal for Distance Learning at COM-FSM

#### **College Web Site Link**

[www.comfsm.fm](http://www.comfsm.fm)

**Prepared by:**

Cindy Edwin

**Date Distributed:**

11/14/2020

#### **Approval of Minutes Process and Responses:**

#### **Action by the President**

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				