

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

<b>Committee</b>	Student Success Committee	
<b>Date:</b> February 4, 2022	<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:**

**Members**

	<b>Titles /Reps</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
1.	Chairperson	Wilson Bisalen	✓		
2.	Vice Chairperson	Mike Ioanis	✓		
3.	Secretary	Cindy Edwin	✓		
4.	Ex.-Officio (Acting Director of Student Life)	Loatis Seneres	✓		
5.	CC Faculty Rep	Miuty Nokar		✓	
6.	CC Student Services	Kestery Enlet		✓	
7.	CTEC Faculty Rep	Brigeen Lawrence		✓	
8.	CTEC Faculty Rep	Jocelyn Pretrick		✓	
9.	CTEC Faculty Rep	Tendy Liwy	✓		
10.	CTEC Faculty Rep	Jean Ranahan		✓	In class
11.	CTEC Staff (Instructional)	Sra Mackwelung		✓	
12.	CTEC Staff (Instructional)	Beverly Ilemanglish		✓	
13.	CTEC Staff (Instructional)	Rihter Hellan	✓		
14.	FMI Student Services	Rufus Yaisolug	✓		
15.	FMI Student Services	Joyce Sinem	✓		
16.	FMI	Tony Igeral		✓	
17.	KC Faculty Rep	Rosalinda Bueno		✓	
18.	KC Faculty Rep	Skipper Ittu	✓		
19.	NC Student Services	Benina Ilon		✓	
20.	NC Student Services	Julia Martin		✓	
21.	NC Admin Services	Sinobu Lebehn		✓	
22.	NC Faculty	Jothy John		✓	
23.	NC Staff	Francis Alex		✓	
24.	NC Staff	Amy Santiago		✓	

25.	YC Student Services	Cecilia Dibay		✓	
26.	YC Staff	Susan Guarin	✓		
27.	YC Faculty Rep	Lyte Chapap		✓	

<b>Additional Attendees:</b>	

**Agenda:**

1. Call to order; Moment of silence
2. Reading of Mission Statement
3. Roll call; Declaration of quorum
4. Review of agenda
5. Approval of minutes
  - a. November 5, 2021
  - b. December 3, 2021
  - c. January 21, 2022 (special meeting)
6. Choose the top 3 projects to tackle from December meeting
7. Miscellaneous
8. Adjournment

**Agenda/Major Topics of Discussion:**

**Call to order; Moment of Silence**

1. The chairman called the meeting to order at 1:07pm, followed by a moment of silence.

**Reading of the Mission Statement**

2. The vice chairman read the mission statement.

**Roll Call; Declaration of Quorum**

3. Quorum was declared.

**Review of agenda**

4. There were no changes made to the agenda.

**Approval of minutes**

5. Motion made by Tandy and seconded by Susan to adopt the minutes with minor edits, in bulk. Motion passed.

**Choose the top 3 projects to tackle from December meeting**

6. At the December meeting, the committee looked at the survey questions and picked “lack of motivation, shy/nervous and awareness (was not aware of such opportunity)” as the three areas to tackle.
  11. What is the main reason holding some students back from seeing their academic advisor?

Shy/Nervous (32.2%)  
Lack of motivation (30.1%)  
No time/time conflict (18.4%)

16. Why do you think there is a lack of motivation among students to discuss career plans more openly?  
Shy/nervous (39.3%)  
Was not aware of such opportunity (36.5%)

15. What do you think should be done to encourage more interactions between you and your academic advisor?  
Periodic meetings (at least twice a month) (35.2%)  
Mandatory meetings (23.2%)  
Communicate via personal email (20.9%)

Cindy gave the background information on how this survey was generated since there are new members this year. At their September 2018 meeting, the committee reviewed the results of the (2018) Community College Survey of Student Engagement (CCSSE) and noted that FACPLANS (talked about career plans with an instructor or advisor) had a low score. This was not a surprise to the committee since they were aware that students were not meeting with their advisors as often as they should. If students aren't meeting with their advisors or not seeking their help more often during a semester, then how are they expected to speak with their advisors or instructors about career plans? The committee decided to create a survey to get feedback from students on why they don't meet with their advisors. The Vice President for Institutional Effectiveness and Quality Assurance (at that time), Caroline Kocel, suggested that the questions be included in the CCSSE instead of the committee administering it separately. It was then included in the Spring 2020 CCSSE.

Discussions then focused on the interaction of advisors and advisees and what advisors can do since they should be the ones to initiate this. At the moment students seek help from their advisors during registration, and for those who are deficient, during early warning and midterm deficiencies. This probably causes some of them to think that seeing advisors is a negative experience. Instead, advisors should meet with their advisees at the beginning of the semester, to introduce themselves and this way, they will also know who their advisor is. Students don't always go when they see their names posted so it was also suggested that a group meeting be scheduled instead. Once that connection has been made, advisors need to continue staying in touch until their advisees complete their program/graduate. This is something that can be done at all the campuses. This will also helpfully decrease their shyness or nervousness and increase their awareness to discuss their career plans with advisors. Since the highest response to question 15 was to have periodic meetings (at least twice a month), advisors need to come up with other ways and/or other times during the semester to reach out to their advisees.

At Yap campus, every semester there are three scheduled POWWOW meetings, where advisors meet their advisees: after the release of at-risk list, after early warning, and mid-term deficiency. POWWOWs are held at 12:00 to 1:00 PM. Everybody is involved, from the Dean, IC, faculty (advisors) and SS staff. The day before each POWWOW meeting, there is an advisors' meeting, where advisors

talk about what items are to be presented or taken up during the POWWOW. Students are given snacks or small prizes as incentives. Security Officers help gather students.

Faculty and staff need to also change their approach instead of only looking to what students need to do. If there is an activity going on, the staff or faculty who planned it should not be the only one present with students, but for other staff and faculty to also attend.

### **Miscellaneous**

7. We have not completed our review of the Terms of Reference. The only section remaining is G. Communication and Distribution of Information. This will need to be included on the agenda for the next meeting.

Today is the deadline for the voting of the proposed Bachelor of Science in Business Administration program. An earlier update from JP did not show any responses from SSC. The committee needs more time so the chairman will inform JP and ask for an additional two weeks.

Acting Director of Student Life still needs a photo of the Student Body Association officers from Yap, Kosrae, and FMI. All four from CTEC graduated last fall but one (the president) returned for a second degree. Cindy is still on the lookout for students to fill the positions.

### **Adjournment**

8. Motion made and seconded to adjourn the meeting. The meeting ended at 2:08pm.

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

Next meeting schedule: March 4, 2022

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

### **College Web Site Link**

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

**Prepared by:**

Cindy Edwin

**Date Distributed:**

February 28, 2022

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

### **Action by the President**

<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with Conditions</b>	<b>Comments</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				