

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Recruitment, Admissions, and Retention	
Date: November 17, 2021	Time: 1:08pm	Location: Zoom Meeting
		Meeting ID: 923 8596 2374 Passcode: 54321

Members

	Titles /Reps	Names	P	A
1.	Chairperson (CTEC Faculty Rep.)	Mason Tihpen mason@comfsm.fm	√	
2.	Vice Chairperson (Yap Campus Faculty Rep.)	Maureen Horongorus mharongorus@comfsm.fm	√	
3.	Secretary (National Campus Staff Rep.)	Penselynn Etse Sam petse@comfsm.fm	√	
4.	Chuuk Campus Faculty Rep.	Richardson Chiwi chiwi@comfsm.fm	√	
5.	Chuuk Campus Staff Rep.	Tandy Marar matandy@comfsm.fm		√ (Sick)
6.	Chuuk Campus Instructional Coordinator	Genevy Samuel gsamuel@comfsm.fm	√	
7.	CTEC Faculty Rep.	Joyce Roby jroby@comfsm.fm	√	
8.	CTEC Faculty Rep.	Salba Silbanuz silsa@comfsm.fm	√	
9.	CTEC Staff Rep.	Rensleen Joel rensleen@comfsm.fm		√ (Excused)
10.	CTEC Staff Rep.	Lorlain Mihkel lmikel@comfsm.fm	√	
11.	Kosrae Campus Faculty Rep.	Robert Jonas rjonas@comfsm.fm		√
12.	Kosrae Campus Staff Rep.	Paliknoa Sigrah psigrah@comfsm.fm		√

13.	Kosrae Campus Representative	Wiggins Sigrah wsigrah@comfsm.fm		√
14.	Kosrae Campus Staff Rep.	Eileen Nena eileens@comfsm.fm		√
15.	Yap Campus Staff Rep.	Beverlyn Buw bbuw@comfsm.fm		√
16.	Yap Campus Faculty Rep.	Jovita Masiwemai jovita@comfsm.fm		√
17.	Yap Campus Staff Rep.	Joyce Sinem joysin@comfsm.fm	√	
18.	FMI Campus Staff Rep.	Rufus Yaisolug ryaisolug@comfsm.fm	√	
19.	FMI Campus Faculty Rep.	Alvin Sinem sinemal@comfsm.fm		√
20.	FMI Campus Faculty Rep.	Mike Mailuw		√ (Class)
21.	National Campus Faculty Rep.	Brian Lynch brianl@comfsm.fm		√
22.	National Campus Faculty Rep.	Deva Sennerathgoda deva@comfsm.fm		√
23.	National Campus Faculty Rep.	Kathleen Benjamin kjbenjamin@comfsm.fm		√
24.	National Campus Faculty Rep.	Pelsihner Elias Victor pelias@comfsm.fm		√

Additional Attendees

1.	Doman Daoas, Registrar	
2.		

Major Agenda or Topic of Discussion

AGENDA

1. Moment of silence
2. Reading of the Mission Statement – Vice Chair Maureen Horongorus
3. Roll Call – Secretary Penselynn Etse Sam
4. Adoption of October 2021 minutes
5. Board Policy # 4203 – Admission to Third-Year Certificate of Achievement Program in Accounting or General Business
6. Miscellaneous
7. Adjournment

Discussion of Agenda and Information Sharing

- Quorum established
- Meeting was called to order at 1:08pm by the Chairman with a moment of silence.
- The Vice Chair read the college mission statement.
- Roll call was done by the Secretary.

- The committee went over the October meeting minutes. There was a concern in regards to the attendance, and justification was made to one committee member's absence for that meeting as she was not informed. A motion was made and seconded to adopt the October meeting minutes with the note of justification to the member's attendance. Members voted and adopted the minutes with the change(s).

- Board Policy #4203- Admission to Third-Year Certificate of Achievement Program in Accounting or General Business: Committee is tasked to review and recommend inputs if any. Registrar informed the committee that as of now the 4th year for general business is still not ready. Once done, there may be changes to the Third-Year Certificate of Achievement in Accounting or General Business. As of now, the registrar don't see any changes that need to be done to the policy. Changes can be made to the policy after endorsement from curriculum committee or the approval of the 4th year General Business or Accounting program. It was moved, seconded, and agreed to adopt the Board Policy #4203 as it is until further changes are made to the proposed 4th year program.

- Miscellaneous:
 1. The Standard II part of the ISER report with the links has been sent to the committee members for review for the next meeting.
 2. Status of Spring 2022 registration: Early registration has been extended to December 19. This will lessen the crowd during regular registration in January. As of the dates of early registration the college has achieved 35% of the campus wide registration target. Not many students came in for face to face registration, as more than half of the students registered online. Therefore, the Registrar congratulates the academic advisors for a good job in communicating with their advisees and helping them to successfully register online.
 3. A concern was brought up regarding students not being able to successfully register online due to pre-requisite requirements that students have already taken, but is still programmed into the SIS. Thus, students cannot register online. Registrar will work with IT and the developer for upgrade to address the issue.

- Meeting adjourned at 1:25pm

Next meeting: **December 1, 2021**

Handouts/Documents Referenced

Prepared by:

Penselynn E. Sam

Approval of the Minutes and Response

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	Titles /Reps	Names	Aye	Nay	Abstain	Remarks
1.	Chairperson (CTEC Faculty Rep.)	Mason Tihpen mason@comfsm.fm				
2.	Vice Chairperson (Yap Campus Faculty Rep.)	Maureen Horongorus mharongorus@comfsm.fm				
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14.	Kosrae Campus Staff Rep.	Eileen Nena eileens@comfsm.fm				
15.	Yap Campus Staff Rep.	Beverlyn Buw bbuw@comfsm.fm				
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24.	National Campus Faculty Rep.	Pelsihner Elias Victor pelias@comfsm.fm				

Submitted by	Penselynn E. Sam			
Summary Decisions/Recommendations/Action Steps/Motions with Timelines and Responsibilities				
Actions by the President				
Item	Approved	Disapproved	Disapproved with Conditions	Remarks
1				
2				
3				

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