

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

| Committee | Student Success Committee | | | | |
|---|--|---------------------|-----------------------|--------|--|
| Date: November 4 th , 2022 | Time: 1:08– 2:16 (Pohnpei/Kosrae) 12:08 – 1:16 (Chuuk/Yap) | | Location: Zoom | | |
| Summary of Recommendations with Suggested Timeline & Responsibilities: | | | | | |
| Members | | | | | |
| # | Titles /Reps | Name | Present | Absent | Remarks |
| 1. | Chairperson | Tendy Liwy | ✓ | | |
| 2. | Vice Chairperson | Skipper Ittu | ✓ | | |
| 3. | Secretary | Wilson Bisalen | ✓ | | |
| 4. | Ex.ROfficio (Acting Director of Student Life) | Loatis Seneres | | ✓ | |
| 5. | CC Faculty Rep | Miuty Nokar | | ✓ | On Medical Leave |
| 6. | CC Faculty Rep | Ben Bambo Sr. | ✓ | | |
| 7. | CTEC Faculty Rep | Brigeen Lawrence | ✓ | | |
| 8. | CTEC Faculty Rep | Jocelyn Pretrick | | ✓ | |
| 9. | CTEC Faculty Rep | Jean Ranahan | | ✓ | |
| 10. | CTEC Staff (Instructional) | Sra Mackwelung | | ✓ | |
| 11. | CTEC Staff (Instructional) | Beverly Ilemanglish | ✓ | | |
| 12. | CTEC Staff (Instructional) | Rihter Hellan | ✓ | | |
| 13. | CTEC Staff (Student Services) | Cindy Edwin | ✓ | | |
| 14. | FMI Student Services | Rufus Yaisolug | | ✓ | (Participating FSM Independence Day Celebration) |
| 15. | FMI Student Services | Joyce Sinem | | ✓ | (Participating FSM Independence Day Celebration) |
| 16. | FMI | Tony Igeral | | ✓ | (Participating FSM Independence Day Celebration) |
| 17. | KC Faculty Rep | Rosalinda Bueno | ✓ | | |
| 18. | KC Student Services Coordinator | Eileen Nena | | ✓ | |
| 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 Faculty | Mike Ioanis | ✓ | | |

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|-----|---|--------------------|---|---|--|
| 24. | NC Staff | Francis Alex | ✓ | | |
| 25. | NC Staff | Monalisa Layan | | ✓ | (Participating FSM Independence Day Celebration) |
| 26. | YC Faculty Rep. | Iphina Giyetinag | | ✓ | (Participating FSM Independence Day Celebration) |
| 27. | SBA Officers (President National Campus) | Vince Perman | ✓ | | |
| 28. | SBA Officers (Vice President National Campus) | Shaquille Warren | ✓ | | |
| 29. | SBA Officers (Chuuk Campus) | Cody Elias | ✓ | | |
| 30. | SBA Officers (President from Kosrae Campus) | Brenesheen Charley | ✓ | | |
| 31. | Additional Attendees: SSC Chuuk Campus | Kestery Enlet | ✓ | | |

Agenda:

- I. Call to Order
 - Moment of Silence
 - Reciting of the Missions Statement
- II. Opening Remarks to Vice Chairperson
 - Adoption of October 2022 Minutes
- III. Ex-Officio Introduction of Officer's attending Meeting
- IV. Old Business:
 - Mid Term Deficiency Listing
 - Online Attendance
 - Online Textbook charging Options (one of the Student Success Committee officers to elaborate)
- V. New Business:
 - Terms of Reference Review and Recommended Adoption
 - Item C: Membership
 - Item G: Communications & Distribution of Information
 - Solutions/Suggestions on Mid Term Deficiency
 - National Campus:
 - CTEC Campus:
 - Kosrae Campus:
 - Chuuk Campus:
 - Yap Campus:
 - FMI Campus:
- VI. Miscellaneous
- VII. Meeting Adjournment

Agenda/Major Topics of Discussion:

- I. Call to order; Chairperson called the meeting to order and mentioned that should the member's video be turned on, they will be deemed present. This was then followed by a moment of silence.
 - Reading of the Mission Statement: The current Secretary also recited the Mission Statement
 - Roll Call; Declaration of Quorum: Quorum was declared by the Chairperson.
- II. Opening Remarks by the Vice Chairperson: Since the Vice Chairperson was not yet present due to having class, Chairperson then welcomed the members present to attend the meeting to be able to address the issues for this semester.
 - Adoption of October 2022 Minutes was tabled until further notice as there was not enough members to adopt the minutes.
- III. Ex-Officio members introduction of SBA Officers attending the meeting. Since Ex-Officio was not present Chairperson assigned Secretary to introduce the officers that were present. The Officers introduced themselves beginning with SBA President Vince Perman from National Campus, then National Campus SBA Vice President Shaquille Warren, SBA President from Chuuk Campus Cody Elias and finally SBA President from Kosrae Campus Branesheen Charley.
- IV. Old Business was then called upon.
 - Mid Term Deficiency Listing was introduced with Chairperson stating that the members voiced that this was not a new issue. He then wanted us to come up with the issues and plead for members to share. He again brought up the POWWOW in Yap as a way to help members to come up with solutions.
 - Online Attendance: Chairperson also introduced the Online attendance as an issue that everyone is encountering and the problem also affected them being on mid-term deficiency due to their grades. He then would like to suggest that there will be a faculty-student services interaction.
 - Online Textbook Charging Options was also introduced in that students were charged online textbooks without their knowledge to their Pell Grant. He also indicated that the SSC Officers will need to work with the Bookstore Staff to come up with solutions in that to purchase the textbooks it would be for keeps and not a momentary usage. He then asked the SBA Officers present to share it with the student to share it with the Committee along with Campus Deans onwards to the higher ups.
- V. New Business: Terms of Reference Recommended Changes: The Secretary then introduced the two items that was needed to be amended which is the Membership and Communications. He began by indicating that there was a recommendation to have one student representative from each campus to become members of the SSC instead of having three student officers representatives. He then went on by also mentioning about other changes to the TOR under Item G: Communications and Distribution of Information particularly with the adoption of minutes. He stated that instead of having to adopt the minutes in the next monthly meeting, the members can adopt the minutes via electronic voting. Chairperson then submitted a motion for the Terms of Reference to be circulated and to be digested from the members and to vote on it within 2 days.
 - CTEC staff member then mentioned that although it was stated "three student representatives from the SBA" however, the other clause is also "ought to include not limited to" also stated in the TOR under membership. Chairperson then stated that the intention of introducing this as an amendment was to ensure that the student officers from each of the state campuses can be able to not only participate but also to be voting members. He then stated that the TOR will be tabled until the next meeting. It was seconded by National Campus Staff member on the SSC.
 - Solutions and Suggestions on Mid Term Deficiency: The SBA officers present presented their views on Mid Terms including suggestions.
 - ❖ National Campus SBA Officer Vice President indicated that in regards to the Mid Term Deficiency for 2022, he does not see a reason for student not getting online when the resources are provided but it then depended on the students.
 - ❖ CTEC Campus SBA Officer was not present as they still had their swearing in ceremony.
 - ❖ Kosrae Campus SBA Officer mentioned that they are still gathering information and what they found so far is that, Mid Term Deficiency some students are still stuck with online mode and new students are not really comfortable to share their ideas to their instructors. Some students recommend study spaces to feel comfortable to do their studying.
 - ❖ Chuuk Campus SBA Officer indicated that the reason for the high failing rate of students that were on Mid Term deficiency is that the midterm came out during the community outbreak of the COVID-19 in Chuuk and that health was a hinderance to their success. With online attendance, he indicated that it is the student's own doing or choice whether they would want to attend or not. In terms of solutions, he has yet to look into this further.

- A Chuuk Campus faculty representative indicated that the reason that there is high Mid Term deficiency is that we do not enforce attendance policy. He suggested there should be a policy that will enhance student's attendance. Chairperson mentioned that this should be a suggestion that is worth noting and will be revisited during the next meeting. Vice Chair then re-iterated that there is an existing attendance policy and that there needs to be a student friendly approach. Chuuk Campus Faculty representative also indicated that there should be a broader policy where parents are also involved. Chairperson then mentioned that it should be a FERPA issue if we involve the parents. It was then recommended by a committee member and accepted by the Chairperson that Secretary look into the FERPA to assist the committee to know how to handle the issues that arose and present it in the next meeting.
- ❖ Yap and FMI Campus were not present to share their views on Mid Term Deficiency.

VI. Miscellaneous: Secretary seeing that there is now enough members, put in a motion to vote to adopt October 2022's Student Success Committee meeting minutes. Vice Chairperson then seconded the motion. It was then put into a vote that the minutes be adopted and that it was unanimously adopted.

VII: Meeting Adjournment: Motion was made by National Campus Faculty representative and seconded to adjourn the meeting by Kosrae Campus faculty representative. The meeting adjournment was voted upon and unanimously approved by the members present.

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| Comments/Upcoming Meeting Date & Time/Etc.: | | | |
| Next meeting schedule: Friday, December 2 nd , 2022 | | | |
| Handouts/Documents Referenced: | | | |
| College Web Site Link | | | |
| www.comfsm.fm | | | |
| Prepared by: | Wilson Bisalen | Date Distributed: | November 8 th , 2022 |
| Approval of Minutes Process and Responses: | | | |
| <i>Minutes has been adopted via electronic voting by Wednesday, November 7th, 2022 at 4:00pm.</i> | | | |
| Action by the President | | | |

| Item # | Approved | Disapproved | Approved with Conditions | Comments |
|--------|----------|-------------|--------------------------|----------|
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| 3 | | | | |