

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Student Success Committee	
Date: December 2 nd , 2022	Time: 1:20pm– 2:38pm (Pohnpei/Kosrae) 12:20pm – 1:38pm (Chuuk/Yap)	Location: Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Members

	Titles /Reps	Name	Present	Absent	Remarks
1.	Chairperson	Tendy Liwy		✓	Technical Difficulties
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		✓	(On Sick Leave)
14.	FMI Student Services	Rufus Yaisolug		✓	
15.	FMI Student Services	Joyce Sinem		✓	
16.	FMI	Tony Igeral		✓	
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	✓		

24.	NC Staff	Francis Alex		✓	
25.	YC Staff	Monalisa Layan	✓		
26.	YC Faculty Rep.	Delphina Giyetinag	✓		
27.	SBA Officers (President National Campus)	Vince Perman		✓	
28.	SBA Officers (Vice President National Campus)	Shaquille Warren	✓		
29.	SBA Officers (Chuuk Campus)	Cody Elias		✓	Attended to family emergency
30.	SBA Officers (President from Kosrae Campus)	Brenesheen Charley		✓	Sick due to contracting the flu
31.	SBA Officers (President from CTEC Campus)	Hosty Alexander	✓		
32.	SBA Officers (YC SBA President)	Jamee Fathal	✓		
31.	Additional Attendees: SSC Chuuk Campus	Kestery Enlet		✓	

Agenda:

- I. Call to Order; Moment of Silence
- II. Reading or Reciting of the Mission Statement
- III. Roll Call, Declaration of Quorum
- IV. Review of Agenda
- V. Old Business:
 - Adoption of November 4th, 2022 meeting minutes
 - Mid Term Deficiency Listing (Yap Campus Powwow initiator to share on Success of Powwow)
 - Yap and FMI Campus to report on Mid Term Deficiency
 - Online Attendance
 - Enhancing student's success rate through strategies to work around existing policy and the Committee's Roles.
 - Revisiting Terms of Reference's Recommendation for Amendment & Adoption:
 - Item C: Membership (to amend "Three student representatives from the Student Body Association" to have 1 SBA representatives from each of the Campuses on the Committee to participate and vote on committee's matters that require committee's decision making).
 - Item G: Communications & Distribution of Information (amend "the minutes will be officially adopted in the next meeting" to have minutes officially adopted electronically after 5 days of distribution and review)
- VI. New Business:
 - Online Textbook Charging-Presentation by Bookstore Manager & Procurement Officer
 - Reports
- VII. Miscellaneous
- VIII. Adjournment (Vice Chairperson)

Agenda/Major Topics of Discussion:

I: Call to Order: At 1:20pm Pohnpei/Kosrae Time and 12:20pm Chuuk/Yap Time, the Secretary called the meeting to order as Chairperson and Vice Chairperson were not yet present. This was followed by Deacon Mike Ioanis to lead the moment of silence.

II: Reading of the Mission Statement: National Campus SBA Vice President Mr. Shaquille Warren read the Mission Statement enthusiastically.

III: Roll Call/Declaration of Quorum: The SBA Secretary declared a quorum.

IV: Review of December 2nd, 2022's agenda: The members were then given a minute to review the agenda and to report any changes that they wish to make before the meeting is to continue. There were no changes made or added to the agenda, it was then unanimously adopted by those present.

V: Old Business: The first item under the Old Business was to adopt the Student Success Committee Meeting minutes of Friday, November 4th, 2022. The minutes were not adopted as the needed number of members was not present to vote on adopting the minutes. The Secretary then made a motion that this would be tabled to the next meeting which he later re-iterated that it should be electronically adopted by Wednesday, December 7th, 2022.

- Mid Term Deficiency Listing presentation by Yap Campus on the success of the Powwow. The presentation was presented by Ms. Sarah Mooteb of Yap Campus through which she showed a brief slideshow of how Yap was able to handle the large percentage of students that were academically struggling to improve on their grades. She indicated that in a semester, the Powwow would be dealt with into three categories: The first two weeks of the start of the course/semester, the second is Early Warning Mid Term Deficiency Report, and finally during the Mid Term Deficiency Report. During these powwows the faculties and staffs would find solutions or ways to improve the students academically.
 - A faculty from National Campus first congratulated Yap for Powwow's success and inquired as to how to implement the powwow in the State Campuses especially in purview of the high Mid Term Deficiency rating.
 - The Ex-Officio then requested the slideshow that Yap Campus has shown to share with the SSC Officers and Ex-Officio to deliberate more on how it will help the Student Success Committee.
- Online Attendance and Amendment to the Terms of Reference was tabled to the next meeting in February 2022.

VI: New Business:

- **Online Bookstore charging:** Bookstore Manager Ms. Elizabeth Layung was present to do a slideshow presentation by first showing a slideshow on the procedure of requesting for online textbooks using the Textbook Adoption Requisition Form (TARF). In her presentation, Manager Layung went through the procedures "where all textbook requests will be done by the instructors to the Instructional Coordinator, from here the ICs will prepare the request and submit it to the Dean of Academic Programs. The Dean will then meet with the Bookstore Manager to obtain these books within the following deadlines: May 1st for Fall Semester, October 1st for Spring Semester, and March 1st for Summer Semester book requests after receiving the requests which will then be reviewed by the Bookstore Manager based upon the quantity and check on their inventory. She then indicated that if any requests were made directly from the Instructors or Instructional Coordinator to the Bookstore Manager, it will not be valid as it will need to go through the process. She then went on by indicating that on the TARP requests it should be noted whether it is an electronic book (e-book) or a printed book. After the students charge for their textbooks it will show on their Student Information System (SIS). Electronic Textbooks the instructors will need to send their course name/number and their student enrollment in their courses and onto the invoice and the payment."
- A faculty member from National Campus on the committee inquired as to whether the students can be able to keep the e-books after they have completed the courses? Manager indicated that they will only keep e-books if they purchased it directly from the book publisher or its affiliate using an electronic code. However, if it is through the COM-FSM's bookstore, the code will no longer be valid or re-sold once a student completes his/her online courses that require an e-book. Furthermore, the students will be charged by the Bookstore through which the requests were made to the vendor via the Bookstore.
- National Campus SBA Officers inquired as to whether the price of the online textbook is the same with printed books. The bookstore manager then indicated that the online textbook is much cheaper than the printed textbook. To ensure that the students will be well informed on the procedures and charges especially for online textbooks, she

indicated that she will ensure that there is communication through the Dean of Academic Programs, then the Instructional Coordinator and to instructors to inform the students of the charges especially on the first day to expect charges especially on the Electronic Textbooks.

-National Campus SBA Officers present then further inquired on students being double charged as students were complaining. Manager Layung addressed this inquiry by indicating that during their transition to electronic data input called Point of Sales System (POS) back in 2019-2020 it was not able to catch up to the internet speed. The bookstore would have an *end of the week reviews* on charges and would correct the mistakes before the charges were reflected onto the students financial account on the Student Information System (SIS). This presentation was done well and the Committee members were satisfied.

VII: Miscellaneous: There were no miscellaneous. However, the Secretary with the support of the Vice Chairperson decided to table the remaining agenda items that were not covered in the meeting which were: Online Attendance, voting of Item C: Membership & G: Communications and Distribution of Information of the Terms of Reference and Reports from each Campuses to February 3rd, 2023's meeting. The committee members unanimously approved the decision.

- The Vice Chairperson concluded the meeting on behalf of the SSC Officers and Ex-Officio by thanking the members that were present from all the state campuses. He ended his moment by wishing the members a safe and healthy holiday season.
- Ex-Officio was also given a moment to also address the Committee by reminding the officers to update their minutes to both google drive and the Wiki. He also re-interated the Officers to meet again prior to the next scheduled Student Success Committee meeting as it has been a benefit thus far.
- Secretary then suggested that November 2022's meeting minutes be adopted electronically by Wednesday, December 7th, 2022 by 5:00pm Pohnpei & Kosrae Time, where members will need to respond via e-mail on their votes. This was supported by the Vice Chairperson and the members present.

VIII: Meeting Adjournment: The meeting was made into a motion to adjourn by National Campus Faculty member and was seconded by a faculty member from Kosrae Campus and was supported by the committee members present to end the meeting. The meeting ended at 2:38pm Pohnpei/Kosrae Time and 1:38pm Chuuk/Yap Time.

Comments/Upcoming Meeting Date & Time/Etc.:			
Next meeting schedule: Friday, February 3 rd , 2023			
Handouts/Documents Referenced:			
College Web Site Link			
www.comfsm.fm			
Prepared by:	Wilson Bisalen	Date Distributed:	January 24 th , 2023
Approval of Minutes Process and Responses:			
Unanimously Adopted on February 3 rd , 2023's Meeting			
Action by the President			

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				

2				
3				