

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Student Success Committee				
Date: Friday, February 3 rd , 2023	Time: 1:11pm– 2:11pm (Pohnpei/Kosrae) 12:11pm – 1:11pm (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 Patrick	✓		
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 leave and off island
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		✓	(Administering COMET Testing)
19.	NC Student Services	Benina Ilon		✓	Attending to Doctor's Appointment
20.	NC Student Services	Julia Martin		✓	Assisting in COMET Testing
21.	NC Admin Services	Sinobu Lebehn		✓	
22.	NC Faculty	Jothy John	✓		
23.	NC Faculty	Mike Ioanis		✓	

24.	NC Staff	Francis Alex		✓	
25.	NC Staff	Amy Santiago	✓	✓	
26.	YC Staff	Monalisa Layan	✓		
27.	YC Faculty Rep.	Delphina Giyetinag	✓		
28.	SBA Officers (President National Campus)	Vince Perman	✓		
29.	SBA Officers (Vice President National Campus)	Shaquille Warren		✓	
30.	SBA Officers (Chuuk Campus)	Cody Elias		✓	
31.	SBA Officers (President from Kosrae Campus)	Brenesheen Charley		✓	
32.	SBA Officers (President from CTEC Campus)	Hosty Alexander		✓	
33.	SBA Officers (YC SBA President)	Jamee Fathal	✓		
34.	SBA Officers (YC SBA Secretary)	Demirose Digow	✓		
35.	Additional Attendees: SSC Chuuk Campus	Kestery Enlet		✓	

Agenda:

- I. Call to Order;
 - Moment of Silence
 - Reading or Reciting of the Mission Statement
- II. Roll Call,
- III. Adoption of Agenda
- IV. Adoption of Minutes for December 2nd, 2022 Meeting
- V. Old Business:
 - Yap Campus Presentation
 - Brief Summary of December 2nd, 2022's Meeting
 - Online Attendance
 - Revisiting of 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:
 - Yap Campus Presentation
 - Online Attendance
 - Adoption of TOR's Section C: Membership & Section G: Communications and Distribution of Information
 - Ex-Officio Updates
- VII. Miscellaneous
- VIII. Adjournment

Agenda/Major Topics of Discussion:

I: Call to Order: At 1:11pm Pohnpei/Kosrae Time and 12:11pm Chuuk/Yap Time by Chairperson Tedy Liwy followed by a Moment of Silence and reciting of the College's Mission Statement by Vice Chairperson Skipper Ittu.

II: Roll Call was also made by Secretary Wilson Bisalen and assisted by Jocelyn Pretrick.

III: Review of Agenda: The Agenda was unanimously Adopted by the SSC Committee Present.

IV: Adoption of December 2nd, 2022 Meeting Minutes: The Secretary made a motion to adopt the meeting minutes of December 2nd, 2022 and Seconded by the Vice Chairperson. All participants also agreed that the minutes be adopted.

V: Old Business: The Secretary briefly summarized December 2022's meeting indicating that the focus was Yap Campus made a brief presentation on the Powwow and how it was effectively used for the Yap Campus students. He then also indicated that there was also a presentation by Bookstore manager Ms. Elizabeth Luyang in addressing student's concerns regarding online textbook charging including Double Charging. The other items on the agenda was tabled to February 2023's meeting.

VI: New Business:

* **Yap Campus Presentation:** The Secretary informed the committee that Yap Campus would not be able to conduct their in depth Powwow Presentation as both presenters are not on island at the moment.

Vice Chair mentioned that the presentation was requested earlier in the hopes that this would address issues of students on Mid Term Deficiency Listing earlier. He then suggested that a video presentation would be shared with the committee prior to the Mid Term Exams.

Chairperson indicated that the powwow presenters will send the committee their presentation and present it in the next meeting.

* **Online Attendance-**Chairperson yielded the time to Vice Chairperson to further elaborate on online attendance. Vice Chairperson indicated that there needs to be more time for the students to submit their work in terms of their attendance and not mark them absent due to technical difficulties including poor connections.

- CTEC faculty member commented in the chat box that she would leave the assignments not closed. She would base the student's absence based upon them not submitting assignments by the end of the week.

- Ex-Officio suggested that the Committee needs to have a strategy to address the problem of online attendance especially on Canvas that pertains especially to New Students.

- Yap Campus Staff and SBA officer indicated that the connection is also an issue especially on Canvas that there is an error that was experienced over the week and also agreed that the suggestion of instructors to leave their assignments tap open for students to access. The member from Yap Campus mentioned her experiences in assisting students to transition from Schoology to Canvas were very frustrating to the students as students were familiar with Schoology and suddenly transition to Canvas which made them confused. Yap Campus attempted to alleviate this issue by conducting a 2 day session during the 1st week for students especially New and Returning students to familiarize themselves with using their e-mails and Canvas. She recommended that there should be pre-requisite tutorial services on the technical aspects.

- Ex-Officio also agreed with Yap Campus and suggested that it can be done during Orientation Week.

- Chairperson rephrased Ex-Officio's suggestion by putting it into a motion for the committee to come up with a plan to ensure that there will be a technical orientation for students to ensure that they are familiar with the various online tools such as webmail and Canvas for one week. This was also agreed upon by Vice Chairperson. Chairperson then assigned Ms. Monalisa Layan and Jocelyn Pretrick to devise a detailed rough plan and/or solutions to be presented to the Committee as a basis for the Committee to act upon.

- Secretary referred back to the Canvas errors that was experienced by the students from Yap Campus by making a motion that it be looked into by Ex-Officio with the IT. Chairperson suggested that the IT be in our next meeting to clarify these errors that students have been encountering.

- The floor was then yielded to FMI Campus through which FMI Campus staff indicated that their students have not experienced issues regarding online attendance as they only offer face-to-face courses.

- **Recommended Amendment to TOR Section C: Membership and Section G: Communications and Distribution of Information.** Chairperson yielded the floor to Secretary through which the Secretary re-introduced Items C and G to be amended and adopted. There was a motion that the changes be amended and Seconded by Vice Chairperson. The members unanimously also agreed for the Amendment.

- **Ex-Officio Updates:** There were no updates reported by the Ex-Officio.
- VII: Miscellaneous:** FMI Staff requested that the members of the Student Success Committee assist in recruiting students to pursue their education at FMI Campus.
- Vice Chairperson recommended in terms of online transitions onto new platforms in the future, that the college establish a period of adjustments and familiarizations including establishing communications for students, faculties and staffs with the new platform instead of straightaway begin the new platform.
- VIII: Meeting Adjourned at 2:11pm Pohpei/Kosrae Time and 1:11pm Chuuk/Yap Time.**

Comments/Upcoming Meeting Date & Time/Etc.:			
Next meeting schedule: Friday, March 10 th , 2023			
Handouts/Documents Referenced:			
College Web Site Link			
www.comfsm.fm			
Prepared by:	Wilson Bisalen	Date Distributed:	February 6 th , 2023
Approval of Minutes Process and Responses:			
Adopted via e-mail communications on February 17th, 2023			
Action by the President			

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				