

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Student Success Committee	
Date: Friday, March 10th, 2023	Time: 1:10pm-2:25pm Pohnpei/Kosrae 12:10pm-1:25pm 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-Officio (Acting Director of Student Life)	Loatis Seneres		✓	Meeting Preparation for ACCJC Visiting Team Arrival
5.	CC Faculty Rep	Miuty Nokar		✓	Medical Leave
6.	CC Faculty Rep	Ben Bambo Sr.	✓		
7.	CTEC Faculty Rep	Brigeeen 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		✓	Prior Commitment
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		✓	Medical Leave
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.	NC Staff	Amy Santiago		✓	
26.	YC Staff	Monalisa Layan	✓		
27.	YC Faculty Rep.	Delphina Giyetinag		✓	Medical Leave
28.	SBA Officers (President National Campus)	Vince Perman	✓		
29.	SBA Officers (Chuuk Campus)	Cody Elias		✓	
30.	SBA Officers (President from Kosrae Campus)	Brenesheen Charley		✓	
31.	SBA Officers (President from CTEC Campus)	Hosty Alexander		✓	
32.	SBA Officers (YC SBA President)	Jamee Fathal		✓	SBA Prior Commitment
33.	SBA Officers (FMI Campus SBA Secretary)			✓	
34.	Additional Attendees: SSC Chuuk Campus	Kestery Enlet		✓	No longer in attendance since February 2023 Meeting

- I. Call to Order;
Moment of Silence
Mission Statement
- II. Roll Call
- III. Adoption of minutes
- IV. Adoption of Agenda
 - Ex-Officio/Student Life Updates
 - Presentation on Powwow
 - IT to Address inquiries on Canvas Errors and E-mail
 - Updates from sub-committee (Monalisa Layan and Jocelyn Pretrick)
- V. Miscellaneous
- VI. Adjournment

I: The Vice called the meeting to order at 1:10pm Pohnpei/Kosrae Time and 12:10pm Chuuk/Yap Time followed by a Moment of Silence lead by Secretary. The Mission Statement was read by National Campus Faculty Representative.

II: The Roll Call was made by the Secretary through which he indicated that 11 out of the 34 members were present which meant that there was a quorum. (More members logged on while the meeting was ongoing)

III: Adoption of the February 2023 meeting minutes was adopted via online e-mail and confirmed on March 10th, 2023 meeting minutes.

IV: The Vice Chairperson then proceeded onto the main focus of the meeting by first calling the Ex-Officio if he has any updates. The Secretary informed the committee that Ex-Officio is not currently present at the moment. The floor was then turned to the Yap Campus Dean to present on the Powwow.

- Yap Campus Dean began her presentation by diving into the history of the Powwow where she indicated that based upon the assessments that they received, they decided to begin the Powwow Program as they realized that Yap Campus had the lowest retention rate compared to other campuses. They came up with the name Pow Wow as a way to ensure that there is broad based academic advisement. She continued on with her presentation by indicating that they use the Calendar of Activities and that the Pow Wow is an “Advisor-Advisee meeting at least 3 times a semester.” It was a way to ensure that the students develop an academic relationship with their advisors. These three sessions was two weeks

after the start of the semester where students that are At-Risk which are those that are missing work, not attending classes, will be sought out and met with their advisors and will also be referred to the Tutors for assistance. All the faculties will be required to submit the names of the students that are at risk to be able to go through intervention and assistance.

- The 2nd Pow Wow is during Early Warning Deficiency Listing and the Faculties will work with Student Services Staffs, Ace Mentors, and Tutors. It is the goal to have lesser list of students by this time. The third Powwow is during the Mid Term Deficiency Listing where Advisors will be heavily involved with the previous groups of Student Services, Tutoring, Ace Mentors, and faculties to determine the fate of the students that are on Mid Term Deficiency Listing whether to continue or withdraw. The presentation went on by also outlining each of the Pow Wow sessions and their objectives. As one of the objectives is to make “positive changes to the student’s grades and attitudes and to have them be positively engaged in their academic status including meeting with their advisors,” this is according to our Campus Dean Roboman. In addition, Surveys were also conducted to ensure that students are properly served. In Summary Dean Roboman indicated that “the faculties and Student Services Staffs and Ace mentors along with Advisors, can be able to contribute to Student’s Success if they work together.” These were pre online classes. As of now, Yap Campus is also facing the challenges of students not being present on campus to ensure that the Pow Wow will be successful.

The floor was then opened for questions with which Vice Chair inquired as to the Pow Wow created an impact at the end of the semester for the students? Yap Campus Dean indicated that they had a “high success rate” at the end of the semester prior to the online courses mode.

- Chairperson (who was not present at the start of the meeting) then recommended that the questions that will be asked by the committee regarding the Pow Wow Presentation will be referred to Vice Chair and Secretary to compile and share them with Yap Campus Dean as Campus Dean needed to attend another important meeting.
- A National Campus faculty praised the success for the Yap Campus Pow Wow as he believed that the Faculties and Student Services can be able to work together to ensure that this will be possible across all the State Campuses.
- National Campus Counselor also informed the members that there are Tutors available across all campuses and that there were efforts to reach out to the faculties to share their listing on At-Risk, Early Warning, however, only very few were able to send in their list and work together with the Counselors and tutors. There was a request that the presentation will be shared to the committee members.
- Vice Chairperson then also requested that we have a complete presentation that includes the Pow Wow 3 and its objectives that was not in the presentation.
- A National Campus Faculty member then requested that Ex-Officio also inform the Vice Presidents and those involved to be able ensure that it is a requirement for the faculties to submit their lists and to find a way to make it work across all campuses.
- Chairperson also indicated that that was what he also had in mind but he would want to know more about how the Powwow was able to work.
- Yap Campus committee member present also attempted to address the inquiry made by the National Campus faculty member by indicating that it is part of our job description to attempt to do more which is under the “other duties as assigned” clause.
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The next item on the agenda was the updates by Yap and CTEC Campus representative to share their rough plans on addressing student’s issues online including constructing a week long Orientation for students to familiarize themselves on Canvas, E-mail, Webmail and other platforms utilized by COM-FSM.

- Yap Campus representative indicated that her and CTEC Campus Representative were beginning to discuss on ways to address issues on Canvas as Yap Campus Student Services, they do not have access to Canvas only when the students show them the platform in which they were able to assist the students. She also indicated that National Campus has a new platform which is the Nuro Retention through which it is a platform to be able to track the student’s progress academically and also expects the faculty’s feedbacks. Yap Campus representative then recommended that the Student Services Staffs from all across the campuses will have access to the Canvas to be able to properly advise the students. The Yap Campus representative had a chance to view the Canvas through her partner on the project where she indicated that it should be “easy to navigate for students.” They then touched base on Orientation across all campuses and that it be mandatory for all students to attend Canvas sessions during Orientation. She also touched base on the online orientation videos that are posted on the College website through which the students will need to be engaged to view the videos to get ahead. She and her partner also mentioned that Registration needs to be easily accessible in one area for the students instead of other areas across the campus. The partners then requested that the IT be able to orient

the students during Orientation week to familiarize the students on various platforms such as the Canvas, MyShark and other areas crucial for students to be prepared for their courses.

- National Campus Counselor also indicated that Counselors have access to the Nuro Retention platform.

The IT representative was then given the time to address issues that were raised by the committee regarding Canvas and other online platforms. She opened up for Questions as she was not able to address all the questions or issues that were raised by the committee.

- Chairperson then inquired as to which e-mail alias should be used will it be the gmail.edu.fm or the COM-FSM webmail? The IT representative then indicated that it depends upon the Instructors as to which e-mail platform they are using. However, she encourages all employees especially students to begin to utilize the gmail.edu.fm account as it has a lot of positive aspects to it such as sending large files as opposed to the limited COM-FSM webmail account.
- National Campus Counselor then made a motion to adjourn the meeting as it was past the allotted meeting time frame. Prior to the adjournment, Chairperson re-iterated that should there be any inquiries that it should be sent directly to the IT.
- Vice Chairperson then requested that IT respond to Yap Campus representative's inquiry in the chatbox which was "when students was assigned a username for COM-FSM will it be possible to lock students from accessing Canvas until the orientation has been completed? IT was unable to fully answer the questions. However, the CTEC faculty representative answered the question by indicating that the students will not be able to access the courses unless the faculties post the courses and all its contents.
- Yap Campus representative clarified her inquiry as to whether there would be a way to bypass the instructors where the IT can be able to assist.
- Chairperson then indicated that the discussion should be done in the next meeting.
- Vice Chairperson then seconded the motion to adjourn the meeting wherein the Chairperson then declared the meeting to be adjourned.

VI: Meeting was adjourned at 2:25pm Pohnpei/Kosrae Time and 1:25pm Yap/Chuuk Time.

Comments/Upcoming Meeting Date & Time/Etc.:			
Next meeting schedule: TBD			
Handouts/Documents Referenced:			
College Web Site Link			
www.comfsm.fm			
Prepared by:	Wilson Bisalen	Date Distributed:	March 13 th , 2023
Approval of Minutes Process and Responses:			
Adopted via E-voting on Friday, March 24th, 2023			
Action by the President			

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				