

COLLEGE OF MICRONESIA-FSM
Committee Minutes Reporting Form

Committee	Student Success Committee	
Date: Dec. 1, 2023	Time: 12:14 pm to 1:14 pm (Chuuk/Yap Time) or 1:17 pm to 2:17 pm (Kosrae/Pohnpei Time)	Location: Zoom

Summary of Recommendations with Suggested Timeline & Responsibilities:

Members

	Titles /Reps	Name	Present	Absent	Remarks
1.	Chairperson	Wilson Bisalen	✓		
2.	Vice Chairperson	Skipper Ittu	✓		
3.	Secretary	Monalisa Layan	✓		
4.	Ex-Officio (Acting Director of Student Life)	Loatis Seneres		✓	
5.	CC Faculty Rep	Ben Bambo Sr.		✓	On medical leave.
6.	CC Faculty Rep	Muity Nokar		✓	
7.	CTEC Faculty Rep	Tendy T. Liwy		✓	
8.	CTEC Staff (Instructional)	Amy S. J. Santiago		✓	
9.	CTEC Staff (Instructional)	Beverly Ilemanglish	✓		
10.	CTEC Staff (Student Services)	Cindy Edwin	✓		
11.	CTEC Staff (Instructional)	Rihter Hellan	✓		
12.	CTEC Staff (Admin. Services)	Sra Mackwelung	✓		
13.	FMI Faculty Rep	Telava Tofinga	✓		
14.	FMI Faculty Rep	Tony Igeral	✓		
15.	FMI Staff (Student Services)	Rufus Yaisolug	✓		
16.	KC Faculty Rep	DeBrum Melander	✓		
17.	KC Faculty Rep	Rosalinda Bueno	✓		
18.	KC Staff (Student Services)	Eileen Nena		✓	
19.	NC Faculty Rep	Jothy John		✓	
20.	NC Faculty Rep	Mike Ioanis		✓	
21.	NC Staff (Student Services)	Benina Ilon		✓	
22.	NC Staff (Student Services)	Julia Martin		✓	On leave / Out of state
23.	NC Staff (Admin. Services)	Sinobu Lebehn		✓	
24.	YC Staff (Instructional)	Delphina Giyetinag	✓		
25.	SBA Officer (President, Chuuk Campus)	Kymo S. K. S. Roby		✓	
26.	SBA Officer/Representative (CTEC)	Anastashia Villa	✓		
27.	SBA Officer (FMI)	Cmdr. Syth Lee		✓	

		Dwayne Fahoidog			
28.	SBA Officer (President, Kosrae Campus)	Donald J. Mongkeya	✓		
29.	SBA Officer (President, National Campus)	Vince Perman		✓	
30.	SBA Officers (President)	Jamee Fathal		✓	No members were able join the meeting due to final exams

Agenda:

- I. Call to Order**
 - a. Moment of Silence
 - b. Mission Statement
- II. Roll Call**
- III. Adoption of Minutes & Agenda**
 - a. Minutes for November 2023
- IV. Old Business**
 - a. Amended SSC TOR from October 2023 (vote for approval)
- V. New Business**
 - a. BOR New Policies
 - b. Suggested Agendas to tackle
 - i. Student Evaluation for All Online Courses
 - ii. Tutor training across system
 - iii. How to tackle distance learning effectively—Remote access for Canvas material
 - iv. Student (Peer) Coaching as a remedy to tackling student non-engagement/non-attentiveness.
- VI. Miscellaneous - Feedback using Canvas**
- VII. Adjournment**

Minutes:

- I. **Call to Order** – Chairman called to meeting to order at 12:14 pm (Chuuk/Yap time) or 1:14 pm (Kosrae/Pohnpei time)
 - a. **Moment of Silence** – Vice-Chairman Skipper led committee in moment of silence
 - b. **Mission Statement** – Cindy (CTEC) read the COM-FSM Mission Statement
 - c. **Roll Call** – Taken virtually by Secretary Mona; confirmed 10 members at the beginning of the meeting and quorum met. However, Secretary urged Vice Chairman to move to old business since there wasn't the majority vote of members to adopt the minutes. Meeting agenda was led by Vice Chairman
- II. **Adoption of Minutes & Agenda**
 - a. **Minutes for November 2023** – Tabled for electronic voting instead of virtual meeting voting. Minutes were adopted on Dec. 7, 2023 by 16 of 29 voting members (Please review attached SSC E-Vote).
- III. **Old Business**
 - a. **Amended SSC TOR from October 2023 (vote for approval) – Reviewed sections that were amended:**
 - i. Requiring a student representative from each campus, including SBA officers or appointed representative from all state campuses as well.
 - ii. Dictating that the Ex-Officio is a non-voting member
 - iii. Opened floor for discussion; however, since none were made, therefore, Amended TOR from October has been adopted as the TOR.
- IV. **New Business**
 - a. **BOR New Policies** – Student Success Committee has endorsed Draft BP 4901. Email was transmitted to VP EMSS on Nov. 27, 2023 indicating 17 members have endorsed the draft. VP EMSS has yet to inform the committee on the decision of the BOR.
 - b. **Suggested Agendas to tackle**
 - i. **Student Evaluation for All Online Courses** – Discussion regarding online student evaluation available online. Some instructors have already provided the links to the evaluation on their respective courses. There have been instructors emailing evaluations as well, i.e. Yap campus instructor sending emails to students at CTEC. A question was raised on whether the evaluation is easy to complete online or if there are any issues. It seems that all campuses are okay since the evaluations have become available, especially on Canvas.
 - ii. **Tutor training across system** – Review of how tutoring has been done across all campuses within the system:
 1. Kosrae campus has yet to start tutoring training or program until Spring 2024, when the Student Services Coordinator starts and gives the green light.
 2. Yap campus has 3 tutors utilizing study hall, study sessions, review games, and actively seeking out students to help students with course assignments. Tutor games have been incentivized to encourage students to come to tutoring regularly. Tutors have embedded in certain face-to-face courses, especially ESL 089. However, the main concern is getting students to come to tutoring and especially finding ways to assist students taking online courses. Another inquiry from Yap campus tutor is whether Counseling division has any tutorials/training available for new tutors. Due to staff shortages at Yap campus student services, training is limited.
 3. CTEC usually combined with National campus to provide training to their tutors. However, for this semester, Cindy, has to train both of her tutors initially. In addition, they've partnered with key faculty members to encourage students to join tutoring—where tutors review work prior to submission. However, like most campuses, the issue is getting students to come to tutoring or seek out the program. For now, CTEC SS will work with Student Life Coordinator to help connect students needing assistance with on-campus tutors. In addition, peer tutors also assist students.
 4. COM-FMI have set up tutoring schedule with instructors to help students master their respective programs since no one from the outside may be qualified to tutor or

have the know-how to assist their cadets in their respective programs. FMI is also trying to come up with POW-WOW sessions that better suits their programs as well.

5. Chuuk campus is facing similar issues as other campus by securing tutors and getting students to seek help. SS staff helps trains new tutors to be familiar with instructors and students and campus. For the most part, students who need tutoring are also not attending such services when provided.
6. No representatives available from National Campus to comment on tutoring program during meeting

iii. Discussion on lack of students attending tutoring – After further discussion, it became clear that the focus of tutor services may have to shift to whether the Student Success Committee should be the entity to come up with ways and means to address the issue of low attendance/interaction of tutoring services throughout the system; Or should the committee allow its members to go back into each campus to come up with ways to address the issue and share their findings to the SSC on how to improve tutoring services. Both Chairperson Wilson and Vice Chairperson Skipper agreed that while the tutoring programs and student under-use of available services has always been an issue, both stressed the need to come up with ways to really encourage all students to seek tutorial assistance.

1. Debrum Melander offered two ideas:
 - a. Peer tutoring (similar to Teacher Corp peer tutoring)- The committee needs information from members from National campus on whether this program is still working and whether it may be mirrored in all states?
 - b. Waiving certain fees, such as registration fee, to encourage students to come to tutoring sessions.
2. Rose Bueno commented that every campus needs to come up with its own way to improve and provide functional tutorial services.
3. A motion was made to have each committee member tackle tutorial services at the campus level first before reviewing as a committee. All present agreed and the motion passed. However, it was noted that this item will be discussed in future meetings for SSC.
4. The remaining items of the December agenda would be tabled for the next meeting in January since it was nearing the top of the hour.
5. Debrum moved to adjourn; seconded by FMI

V. Miscellaneous

- a. Rosalinda Bueno was formally recognized and thanked for her many years of services as a member of the Student Success Committee. She will be retiring from the committee within a couple of weeks from the date of the meeting.
- b. Cindy Edwin commented that Chairman's time may be 10 minutes faster than the actual time. (This is noted for the secretary to make adjustments for upcoming meetings)

VI. Adjournment: Meeting adjourned at 12: 57 pm (Chuuk/Yap time) or 1: 57 pm (Kosrae/Pohnpei time)

Comments/Upcoming Meeting Date & Time/Etc.:
Next scheduled meeting will be on Jan. 12, 2023 from 12:00 PM to 1:00 PM (Chuuk/Yap time) or 1:00 PM to 2:00 PM (Kosrae/Pohnpei time) via Zoom.
Handouts/Documents Referenced:
October 2023 Amended SSC TOR (tabled for December meeting for approval),
College Web Site Link
www.comfsm.fm

Prepared by:	Monalisa Layan	Date Distributed:	Dec. 14, 2023
---------------------	----------------	--------------------------	---------------

Approval of Minutes Process and Responses

Minutes were adopted via electronic voting on Dec. 19, 2023. (Please see attached E-Votes List)

Action by the President

Item #	Approved	Disapproved	Approved with Conditions	Comments
1				
2				
3				