

**College of Micronesia – FSM  
Minutes Reporting Form**

<b>Meeting Group:</b>	<b>First Year Experience (Headed by Instructional office)</b>
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<b>Date: October 22, 2012</b>	<b>Time: 1:00pm</b>	<b>Location:</b>
		Board Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

<b>Members Present:</b>				
<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
VP, Instruct. Affairs	Mariana Ben Dereas	✓		
VP, Student Services	Ringlen Ringlen	✓		
PNI campus, Student Services	Jeffery Arnold	✓		
PNI Campus, Counselor	Cindy Edwin	✓		
Yap Campus, Student Services	Geraldine Mitagyow	✓		
Nat'l Campus, Peer Counseling	Dalihla Waltu	✓		
Lead Counselor	Penselyn Etse Sam	✓		
Student Life	Lore Nena	✓		Acting Director
KRS campus, Faculty	Robert Jonas		✓	
Yap campus, Faculty	Rhoda Velasquez	✓		
Nat'l campus, Faculty	Leilani W. Biza		✓	
Chuuk campus, Faculty	Danilo Mamangon		✓	
PNI campus, Faculty	Shirley Jano		✓	
Chuuk Campus, Student Services	Maika Tuala	✓		
Nat'l campus, Instructional	Sylvia Henry	✓		
KRS Campus, Student Services	Arthur Jonas		✓	

<b>Additional Attendees:</b>	None
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Agenda:

- I. First Year Experience organization
- II. Connecting the gap or integration between Student services and Instruction
- III. Student Success
- IV. Next meeting

**Agenda/Major Topics of Discussion:**

- I. First Year Experience –
  - a. Agree that there is a need.
    - i. College 101 course will be proposed (currently, Karen Simion and Cindy

Edwin will be writing it up and proposing to CAC).

1. Targeted timeline for implementation of course will be fall 2013.

ii. First Year Experience best practices.

1. There needs to be better ways of utilizing the existing tutoring, counseling and peer advising services.

a. Next meeting, think about best practices...

2. How do we connect the gap between student services and instruction?

a. Is there a better way of tracking, processing deficiency warning? How can we get students from faculty to counselors to tutors and how do we track and assess whether or not these services are working?

II. Connecting the gap or integrating student services and instructional affairs –

a. Discussions of what campuses are doing in regards to tutoring and early deficiency warning:

i. Mid-term deficiency warning is too late. There is an agreement that the early deficiency warning system should be in place and implemented. That warning should be done two weeks after the first day of instruction.

1. How is this done?

a. A process – clear process – should be implemented for faculties to follow. And counselors to follow-up with. There needs to be a clear process of how this is done so that there is clear communication between faculty, student, tutors and counselors.

ii. Tutoring is occurring at all campus, however, not all students are utilizing the service. The question is, how can we bring tutoring to the students?

1. Some campuses such as Chuuk and Yap have student peers that do one on one tutoring in the classroom. They use their Work-study, which is an issue for some because work-study starts late in the semester while students need the service early in the semester.

III. Student Success –

a. How do we track our students to make sure they are successful and that their tutoring needs are met?

i. One suggestion is first begin the process by choosing the courses that have the most percentage of freshmen. Give a rubric (simple checklist rubric) to the faculty to rate. This rubric would be collected and then evaluated.

1. In the next meeting, there needs to be discussion of how the process will occur and who will be collecting and rating and implanting what is needed by the students.

2. Checklist would have such as attendance, work habit.... It is noted that most students fail not because of the content but rather habits such as attendance and turning in assignments.

IV. Next meeting –

a. It is agree that in the next meeting, we will decide on the following:

i. A sheet that will be used for reporting... this will be reporting data with rubrics for the faculty to check off.

1. Our assignment is to do research on possible sample rubrics

ii. To discuss the idea of “peer mentoring”... would this be a possible solution

iii. Discuss a clear process of integrating services of instruction and student services to better serve the success of our students.

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<b>Comments/Upcoming Meeting Date &amp; Time/Etc.:</b>
1. VPIA will send out the minutes for comments and a decision of another meeting will be agreed on.

<b>Handouts/Documents Referenced:</b>
1. NONE.

<b>College Web Site Link:</b>

<b>Prepared by:</b> VPIA	<b>Date Distributed:</b> 11/5/12
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<b>Approval of Minutes Process &amp; Responses:</b>
<ul style="list-style-type: none"><li>• Will email minutes out for review before vote of approval.</li></ul>

<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
<ul style="list-style-type: none"><li>• To do research on possible check-list rubric for faculty</li><li>• Individual research on best practices</li><li>• To do research on advantages of peer mentoring vs. other student success strategies</li></ul>

<b>Action by President:</b>				
Item #	Approved	Disapproved	Approved with conditions	Comments