

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>	<b>Student Services Management</b>	
<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>January 18, 2013</b>	<b>2pm – 4pm</b>	<b>BOR Conference Room</b>

<b>Members Present:</b>				
<b>Titles/Representative</b>	<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Acting Vice President for Student Services	Joey Oducado	✓		
Acting Director, Student Life	Morehna Rettin-Santos	✓		
Pohnpei SSC	Jeffrey Arnold		✓	
Yap SSC	Cecilia Dibay		✓	
Kosrae SSC	Arthur Jonas		✓	
FMI SSC				
Chuuk SSC	Maika Tuala		✓	
Coordinator, Sports & Recreation	Castro Joab	✓		
College Nurse	Benina Ilon	✓		
Director of FAO	Eddie Haleyalig	✓		
Lead Counselor	Penselynn Sam	✓		
Peer Counseling Coordinator	Ermine Walliby	✓		
Executive Secretary to VPSS	Bastora Loyola	✓		

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li><b>1. Updates from Acting VPSS</b></li> <li><b>2. Others</b></li> <li><b>3. Adjournment</b></li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<p><i>The Chair called this urgent meeting with the members to have the same focus and directions in preparation through this semester. He also shared and updated the following information to the members:</i></p> <ol style="list-style-type: none"> <li><i>1. Recommendation report - Consultant Barbara Fienman</i> <ul style="list-style-type: none"> <li><i>• The Chair recommended each member to review details of the report to identify his/her areas that need to be corrected with accurate information. All comments should be finalized before sending to the President.</i></li> <li><i>• The President planned to continue the Consultant's services to provide support to the student services for improvement.</i></li> </ul> </li> <li><i>2. Accepted the acting capacity for VPSS' position</i> <ul style="list-style-type: none"> <li><i>• The Chair asking all members cooperation and support to work together in helping each other to prevent problems arise if a member is absent from work. As for now, he will be working at VPSS office on Mondays, Wednesdays and Fridays and will spend Tuesdays and Thursdays in the Admissions office. He also reminded the member to expect series of meetings especially when the accreditation mid-term report is due March 2013 and</i></li> </ul> </li> </ol>

*followed by the Team's visit in April 2013.*

- *The VPSEQ has designated the Acting VPSS to develop a program review and assessment manual for the college. A working group has been selected (Penselynn Sam, Faustino Yarofaisug, Lucia Donre-Sam, Paulo Santos and Jeffrey Arnold) for assistance. This manual will replace the IAP manual (worksheet 1, 2 &3), and will also provide common glossary of terminology in terms of the assessment and review process. Procedures will be outlined in such a way that can easily understand by a typical or an ordinary reader.*
3. *Non-Academic Prioritization Program*
    - *A working group is formed, chair by three individuals to assess based on the information provided from each office and come up with strong recommendations about this program. The working group will verify the validity of the information before doing the assessment. A request has been sent to all members to provide their work to the office of IRPO.*
  4. *FY2013 Assessment Plan*
    - *The offices of student services have closed the loop for FY2012 Assessment Plans. The Chair recommended each member to continue this assessment effort and make it a routine task. Refining assessment worksheet 1 & 2 and revisit the schedule of activities specifically outlined in worksheet 2 with an articulated calendar on when to administer a survey. The Chair recommended the members to schedule a day this month to work and complete worksheet 1 & 2 of FY2013.*
  5. *Founding Day 2013*
    - *This year's Founding Day is slated on April 1, 2013. The program should be well planned and organized. The Chair recommended the members to review the previous founding day programs and activities for feedbacks on improvement. The Chair will call a special meeting next week on this item.*
  6. *Meeting Schedule*
    - *All members agreed to have meetings on Thursday mornings twice a month from 9am-12pm. The Chair will call for special meetings when necessary.*
  7. *Others*
    - *The Chair recommended that the support staff need basic training on basic computer hardware and installation, basic health first-aid, and other need areas that need improvement. He also proposed that the members can utilize on island professionals on voluntary basis.*
    - *The Chair recommended that on the upcoming meetings, there will be members selected to read out the college's mission statement, student services department's mission statement, 2 strategic goals, and the institutional learning outcomes.*
  8. *The meeting is adjourned at 3:50pm.*

**Comments/Upcoming Meeting Date & Time/Etc.:**

**Handouts/Documents Referenced:**

**College Web Site Link:**

**Prepared by:**

**Bastora Loyola**

**Date Distributed:**

**Approval of Minutes Process & Responses:**

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<b>Submitted by:</b>	<b>Joey Oducado</b>	<b>Date Submitted:</b>	
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<b>Summary Decisions/Recommendations/Action Steps/Motions with Timeline &amp; Responsibilities:</b>
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<b>Action by President:</b>				
<b>Item #</b>	<b>Approved</b>	<b>Disapproved</b>	<b>Approved with conditions</b>	<b>Comments</b>