

College of Micronesia–FSM
Department of Student Services

Mission of the Department of Student Services

The Department of Student Services' mission is to promote student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multi-cultural needs of the student population and the college community

Minutes Reporting Form

Committee or Working Group	Student Services Management			
Date	Time	Location		
June 11, 2013	2:00 PM-4:00 PM	Board Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Acting VP for Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn Etse	Lead Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Represented by Counselor Lore Nena
Eddie Haleyalig	Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Morehna Santos	Acting Director, Student Life	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Castro Joab	Coordinator, Sports and Recreation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Benina Ilon	Campus Nurse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bastora Loyola	Secretary to the VP for Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
Order of Business				
<ol style="list-style-type: none"> 1. Call to Order 2. Fall 2013 Orientation: Planning and Organization 3. Code of Student Conduct 4. Reports and Updates 5. On Student Organizations 6. Adjournment 				
Discussion and/or Information Sharing				
<p>Call to Order A quorum having been established, the presiding chair called the meeting to order, and informed the attendees of the order of business.</p> <p>Fall 2013 Orientation: Planning and Organization Presiding chair reminded attendees of the following schedules:</p> <ul style="list-style-type: none"> • Fall 2013 orientation for incoming new freshman and transfer students is scheduled, August 5-8, 2013. • August 9, 2013 has been scheduled as course selection for freshmen (see 2013-2014 Catalog, http://www.comfsm.fm/publications/catalog-2013-2014/calendar/2013/pni-nat-2013.pdf). Nevertheless, he informed attendees that he will be coordinating with other offices involved in facilitating registrations, such as, Office of the Dean of Academic Programs and the Business Office, to 				

designate August 9, 2013 as **registration for incoming new freshman students** in lieu of just **course selection for freshmen**.

- Registration for Fall 2013 is scheduled, August 13-15, 2013 that will then followed by late registration and add/drop period, August 19-21, 2013.

Presiding chair further discussed the following:

- The department's Counseling Services was tasked the oversight to coordinate the planning and organization of the National Campus' Fall 2013 Orientation.
- Counselor Mike Ioanis and PCC staff Dalihda Waltu shall coordinate the organization of the Peer Advisers as well as the training for students selected as peer advisers.
- Offices facilitating sessions during the Fall 2013 Orientation should develop training modules, and identify appropriate assessment methodology and instruments to measure effectiveness of the sessions facilitated in terms of successfully achieving their intended outcomes.
- Design and develop a survey to measure the perceived satisfaction of students about the orientation program.

Reports and Updates

Counseling Services

- Counselors Lore Nena and Mike Ioanis reported that she has been designated as one of the members in a working group tasked to draft the **Student Code of Conduct**.
- The College's Counseling Services, and the EducationUSA have slated September 16, 2013 for the College Fair.

Sports and Recreation

- The College's Physical Facilities and Maintenance is working on re-lining of the courts.
- Department state basketball league for students.
- The needs to clean, beautify, and organize the state at the Practice Gym of the FSM-China Friendship Sports Center in preparation for future activities.

Financial Aid Office

- Recommended that SAP review for transfer students from the State Campuses including clearances and/or endorsements from both OARR and FAO.
- In progress, placing students for work-study, 30 hours bi-weekly.

Student Life and the Residence Halls

- There are 39 and 33 residents in the Residence Halls for Men and Women, respectively, this Summer 2013 session.
- Acting Director of Student Life reported that she has been meeting with some residents providing them advice and counsel including other residents who had been cited for violations of resident hall rules and regulations. These violations included but by any means not limited to missing bed check and curfew.
- Acting Director of Student Life conveyed the need for the replacement of the dilapidated van currently consigned to the Residence Halls.
- Presiding chair tasked the Acting Director of Student Life to provide a drawn layout of the Residence Halls especially depicting the rooms and room assignments with names of students (room occupants).
- Presiding chair tasked the Acting Director of Student Life to develop a worksheet or a reporting template that logs the names of all resident students crosstab, counts of violations, type of violation, and dates of violations.

Peer Counseling Center

- Peer Counseling Center's Coordinator reported of works in progress, unit assessment and the annual report.
- She also conveyed request for assistance in purchasing office supplies especially printer toners. Presiding

chair advised her to identify the needed supplies and coordinate with the secretary for the Office of the VP for Student Services so they can be purchased.

- Peer Counseling Center’s Coordinator reported that she already transmitted to the Presiding chair and Acting VP for Student Services the unit’s plan of actions.

On Student Organizations

Presiding chair further discussed the following:

- Election of the new Student Body Association (SBA) officers.
- SBA President or his/her designee should endorse activities of student clubs and association.
- The Presiding chair and Acting VP for Student Services encouraged all to adopt a culture of assessment, and this includes students. As such, student clubs and organizations should articulate the intended objectives and/or outcomes of their activities and assess the effectiveness of their activities especially in terms of achieving their intended outcomes.

Comments/Date and Time of Upcoming Meeting, and Others

None

Handouts and Documents Reference	College Web Site Link
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None

<http://www.comfsm.fm/publications/catalog-2013-2014/calendar/2013/pni-nat-2013.pdf>

Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities

1. Counseling Services takes the oversight in planning and coordinating the Fall 2013 orientation for incoming new freshman and transfer students.
2. Offices facilitating sessions during the Fall 2013 Orientation should develop training modules, and identify appropriate assessment methodology and instruments to measure effectiveness of the sessions facilitated in terms of successfully achieving their intended outcomes. Design and develop a survey to measure the perceived satisfaction of students about the orientation program.
3. Counselors Lore Nena and Mike Ioanis are designated as members (or lead authors) of the working group tasked to draft the College’s **Code of Student Conduct**.
4. Counselor Mike Ioanis and Peer Counseling Center’s staff, Dalihda Waltu, are tasked to coordinate the organization and training of the Peer Advisers.
5. Acting Director of Student Life Morehna Santos is tasked to submit to the Office of the VPSS a drawn layout of the Residence Halls depicting rooms and room assignments (names of residents/occupants), and develop a worksheet or similar type of reporting template that logs the names of all resident students crosstab, counts of violations, type of violation, and dates of violations.
6. SBA President or his/her designee endorses recognized clubs and organizations’ requests for activities and funding of these activities. Student clubs and organizations should articulate the intended objectives and/or outcomes of their activities and assess the effectiveness of their activities especially in terms of achieving their intended outcomes.

Prepared by	Submitted to
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Bastora Loyola
Secretary to the Vice President for Student Services
June 13, 2013

Joey A. Oducado
Acting Vice President for Student Services
June 18, 2013