

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	
September 19, 2013	11:00 AM to 12:00 Noon		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"/>	
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"/>	Represented by Dalihda Waltu
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
Mike Ioanis	Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guest
Order of Business				
<ol style="list-style-type: none"> 1. Call to Order 2. Updates from the Acting VP for Student Services on 3. Quarter Performance Reporting 4. 2012-2013 Assessment on TracDat 5. 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>Updates from the Acting VP for Student Services Presiding chair and acting VP for Student Services shared updates to the attendees about works in-progress of the Communication Protocol Working Group (CPWG):</p> <ul style="list-style-type: none"> • The completed inventory of communication products by offices, divisions, and departments including the council of chair and the faculty/staff senate. • Analyses of these communication products are works in progress. • The need to conduct assessment of the effectiveness of communication products by offices or units under the Department of Student Services. For example, on an annual basis, FAO publishes the 				

“Financial Handbook,” the Office of the VPSS, the “Student Handbook,” and others. However, there have not been any assessments conducted to measure or determine the effectiveness of these publications or communication products. One approach is perhaps the “usability testing” of the published handbook.

- Several communication products or publications have information that is basically repetitions of those published in other major communication products. For example, OARR Student Guide as well as the Student Handbook versus the College’s General Catalog.

Quarter Performance Report

- In follow-up to the plan initially conveyed by the acting VP for Student Services primarily posting a reporting template for the department in *google.docs* where directors, coordinators and unit supervisors insert online accomplishments that are linked to the College’s Integrated Educational Master Plan (IEMP) specifically objectives relating to the department, and the Accrediting Commission for Community and Junior Colleges (ACCJC), the presiding chair updated the attendees of the following:
 1. The online reporting template will be launched in October 2013. Training for directors, coordinators and unit supervisor will be provided in using the online reporting template through *google.docs*.
 2. All directors, coordinators, and unit supervisors should submit to the VPSS secretary their Gmails.
 3. Accomplishments are to be succinctly reported detailing activities, outputs, and outcomes (or objectives), and that they should be referenced to an office or unit, the reporting period, and linked to institutional directions and goals, IEMP objectives, and ACCJC standards.
 4. The VPSS secretary will extra from the online reporting template quarter reports and other reports reference to their respective reporting periods.
 5. Acting VPSS also stressed the other benefits of the online reporting template, such as but by any means not limited to just-in-time feedbacks and comments, and others.

On 2012-2013 Assessments in the TracDat

Presiding chair and acting VP for Student Services updated attendees of the following:

- The following offices or units have completed the posting of their 2012-2013 assessments into the TracDat: VPSS, FAO, OARR, and PCC.
- While the Division of Student Life’s Sports and Recreation and Dispensary had already completed posting their 2012-2013 assessments into the TracDat, the posting of the assessments for the Office of the Director of Student Life and the Residence Halls are works in progress. Nevertheless, completion of these works in progress will be before the end of the month of September.
- A follow-up meeting will be convened to dialogue and make plans for the 2013-2014 assessment cycle as informed by the results and findings of the 2012-2013 assessment, including conducting program review (department-wide in lieu of per unit or office).

Student Body Association (SBA)

- Counselor Mike Ioanis reported on the results of the election of officers, 2013-2014 Student Body Association, National Campus.

Comments/Date and Time of Upcoming Meeting, and Others	
None	
Handouts and Documents Reference	College Web Site Link
None	

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

Prepared by	Submitted to
<p>(Sgd.) Bastora Loyola Secretary to the Vice President for Student Services September 24, 2013</p>	<p>(Sgd.) Joey A. Oducado Acting Vice President for Student Services September 29, 2013</p>