

College of Micronesia – FSM
Department of Student Services

Mission of the Department of Student Services

The Department of Student Services’ mission is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the college’s community.

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| Committee or Working Group: | Standard IIC – ACCJC Self Evaluation Writing Team | |
| Date | Time | Location |
| August 21, 2014 | 11:00am | MITC Room |

Attendance

| Attendees | Position Title | Present | Absent | Remarks |
|-----------------------------------|---|----------------|---------------|-----------------|
| Joey Oducado , <i>Team Leader</i> | Acting VP for Student Services, Director of Admissions, Records and Retention | ✓ | | |
| Arinda S. Halbert | Acting Director, Financial Aid Office | ✓ | | |
| Penselynn E. Sam | Lead Counselor | ✓ | | |
| Morehna Rettin-Santos | Director, Student Life | ✓ | | |
| Castro Joab | Coordinator, Sports and Recreation | | ✓ | |
| Benina Ilon | College Nurse | ✓ | | |
| Ermine Walliby | Coordinator, Peer Counseling Center | | ✓ | |
| Marlou Gorospe | Acting Manager for Residence Hall/Pohnpei Campus Nurse | ✓ | | |
| Jeffrey Arnold | Student Services Coordinator, Pohnpei Campus | ✓ | | |
| Cynthia Edwin | Counselor, Pohnpei Campus | ✓ | | |
| Yoneko Kanichy | | ✓ | | |
| Tetaake Yeeting | Work Study Coordinator | ✓ | | |
| Mike Ioanis | Counselor | ✓ | | |
| Executive Secretary to VPSS | Bastora Loyola | | ✓ | Recorder |

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| Agenda/Major Topics of Discussion: |
| 1. Reorganization of groups and responsibilities |

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| Discussion of Agenda/Information Sharing: |
| 1. The Standard IIC writing team met briefly after the training and highlighted the following items: |
| <ul style="list-style-type: none"> • <i>All team members should have a g-mail account or create one by Friday, August 22. As such, members should inform the team leader whether they have received access to the Google site</i> |

provided by VPIEQA.

- *Creating sub-groups to be in charge of reviewing grammars, syntax and etc., gathering of evidences, and formatting documents into PDF.*
- *Team members from other State Campuses will be invited to join in on the next meeting, namely Cecilia Debay, Arthur Jonas and Tandy Marar from Yap, Kosrae, and Chuuk respectively.*
- *The team recommend faculty member Jean Ranahan to serve as the consultant for this group. Cindy Edwin is tasked to talk to Jean.*
- *The team suggested holding weekly meetings to have updates from team members.*
- *The team leader emphasized the importance of **timeliness** during this writing process.*

2. Meeting adjourned at 11:45 AM.

Comments/Upcoming Meeting Date & Time/Etc.:
Next meeting is scheduled for Wednesday, August 27, 2014 at 10:00AM. Joey Oducado will announce the venue later.

Handouts/Documents Referenced:

College Web Site Link:

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| Prepared by: | Morehna Rettin-Santos | Date Distributed: | |
|---------------------|------------------------------|--------------------------|--|

Approval of Minutes Process & Responses:

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|----------------------|---------------------|------------------------|--|
| Submitted by: | Joey Oducado | Date Submitted: | |
|----------------------|---------------------|------------------------|--|

| Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities: | | | | |
|---|-----------------|--------------------|---------------------------------|-----------------|
| Action by President: | | | | |
| Item # | Approved | Disapproved | Approved with conditions | Comments |
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