

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.

Committee or Working Group:	Standard IIC – ACCJC Self Evaluation Writing Team	
Date	Time	Location
September 3, 2014	8:30am	Practice Court

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

Agenda/Major Topics of Discussion:
Standard IIC – ACCJC Self Evaluation Writing Team

Discussion of Agenda/Information Sharing:
<p>The Standard IIC writing team members had a lengthy discussion on the following:</p> <ul style="list-style-type: none"> As agreed during the last meeting, members met and identified updates on areas provided on the draft self-evaluation based on some accomplishments and evidences provided.

- *Pohnpei Student Services Coordinator designed/drafted the survey instrument that will be used to assess student diversity and engagement which was then reviewed and adopted by the team. Acting VPSS and Campus Nurse of National Campus determined the sample size and composition of the stratified random sample.*
- *Assignments were made to the members based on the eight areas listed under Student Learning Programs and Services:*
 1. *The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution. **This area is assigned to Acting VPSS, Directors in collaboration with Student Services Coordinators at all sites.***
 2. *The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services. **This area is assigned to Acting VPSS and his Secretary.***
 3. *The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method. **This area is assigned to Student Services Coordinator of Pohnpei campus and his staff.***
 4. *Co-curricular programs and athletics programs are suited to the institution's mission and contribute to the social and cultural dimensions of the educational experience of its students. If the institution offers co-curricular or athletic programs, they are conducted with sound educational policy and standards of integrity. The institution has responsibility for the control of these programs, including their finances. **This area is assigned to Director of Student Life, Sports & Recreation Coordinator, Acting Residence Hall Manager, Peer Counseling Center Coordinator, Campus Nurse, and Student Services Coordinators at all sites.***
 5. *The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies. **This area is assigned to Counselors at all campus in collaboration with Instructional Affairs.***
 6. *The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degree, certificate and transfer goal. **This area is assigned to Financial Aid office staff at all sites in collaboration with Instructional Affairs.***
 7. *The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases. This area is assigned to Pohnpei Campus Student Services Coordinator and Retention and Recruitment committee.*
 8. *The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records. **This area is assigned to Acting VPSS and Office of Admissions, Records and Retention staff at all sites.***
- *The team leader reminded the members again to provide their gmail addresses so he can configure access settings to the google doc (ACCJC Standard IIC) allowing member's access to*

the online documents of the self-evaluation. Some will be granted access to edit and others simply access to view taking reference of the assigned groups.

- The team leader reminded the assigned groups to gather all required evidences and accomplishments for the next meeting. The venue will be in the BOR conference room.*

Adjournment
The meeting adjourned at 3:40pm.

Comments/Upcoming Meeting Date & Time/Etc.:
The next meeting is scheduled on Wednesday 9/10/14 at 2pm-3pm.

Handouts/Documents Referenced:

College Web Site Link:

Prepared by:	Bastora Loyola	Date Distributed:	
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Approval of Minutes Process & Responses:

Submitted by:	Joey Oducado	Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

Action by President:				
Item #	Approved	Disapproved	Approved with conditions	Comments