

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's population and the College's community.

Minutes Reporting Form

Committee or Working Group	Student Services			
Date	Time	Location		
April 13, 2015	10:00AM-11:00AM	BOR Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado	Acting VP for Student Services Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mike Ioanis	Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Nixon Soswe	Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cynthia Edwin	Counselor, Pohnpei Campus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bastora Loyola	Secretary to the VP for Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
Order of Business				
College Fair 2015				
Discussion and/or Information Sharing				
<p><i>The Acting VPSS debriefed and exchanged dialogue on actionable improvement plan as informed by observations and results of the survey to further improve the delivery of the college fair April 7, 2015.</i></p> <ol style="list-style-type: none"> 1) <i>There were 516 high school seniors who participated during the college fair. The number represents 91%, more or less of the 566 seniors from public and private high schools in Pohnpei who were placed as degree level, achieving college excellence (ACE), and certificate level.</i> 2) <i>A survey was administered to determine the participants' perceived level of satisfaction about the college fair. Of the 516 (N) participants, 183 (or 36% of N) responded to the survey.</i> 3) <i>An overall (or combined, all eight five-point Likert Scaled questions) mean (rating) of 4.28 (positive). Please refer to the attached spreadsheets for tabulated results of the survey.</i> 4) <i>There were 358 applications for admission received after the college fair. Of the 358 applications:</i> <ul style="list-style-type: none"> • <i>112 degree-level applications. The number represents 72% of the 155 seniors from Pohnpei State placed at degree-level via the COMET.</i> • <i>54 ACE applications, or 71% of the 76 seniors from Pohnpei State placed as either ACE level 1 or ACE level 2 via the COMET.</i> • <i>192 certificate-level applications. This number represents 74% of the 260 seniors from Pohnpei State placed at certificate-level via the COMET.</i> <p><i>The Acting VPSS reminded everyone that the office of Admissions, Records and Retention will establish routine communications to the 358 applicants especially with upcoming schedules, e.g., Summer 2015 registrations and other additional documents. The office staff will also identify those who are yet to submit their applications to be forwarded to the counselors.</i></p>				

The Acting VPSS informed the counselors to communicate to the Pohnpei high schools especially on the upcoming Summer and Fall 2015 orientation and registration for new students. The graduation dates for the public high schools are slated on the first week of June 2015.

- May 15, 2015 – Another deadline for submission of admission application
- May 19-22, 2015 – Summer 2015 early registration
- June 4-5, 2015 – Summer 2015 regular registration
- June 8, 2015 – Summer 2015 orientation
- June 10, 2015 – First day of instruction
- July 20, 2015 – Fall 2015 Deadline for admission application
- July 20-24, 2015 – Fall 2015 early registration
- July 27, 2015 – Fall 2015 Final deadline for admission application
- August 3, 2015 – Fall 2015 Orientation on admissions and financial aid assistance
- August 4, 2015 – Fall 2015 Registration
- August 5-7, 2015 – Continue orientation
- August 11-13, 2015 – Fall 2015 Regular registration
- August 17, 2015 – First day of instruction

Once they received the lists from Admission’s office, the Counselors will start notifying the high school’s seniors to submit the required documents to complete their admission’s files. In a collaborative decision with the instructional affairs, the summer sessions for new students will be offered on a later date other than June 1, 2015, especially for the students from the public high schools. Sessions will be delivered in a cohort and schedules will be so compacted as it will not alter the minimum contact hours for a session.

Adjournment

The meeting is adjourned at 11:00am.

Comments/Date and Time of Upcoming Meeting, and Others	
None	
Handouts and Documents Reference	College Web Site Link
Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities	
Prepared by	Submitted to
Bastora Loyola Secretary to the Vice President for Student Services	Joey A. Oducado Acting Vice President for Student Services