

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		
July 17, 2013	10:00 AM-12:00 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"/>	
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"/>	Represented by Loatis Seneres, Student Activity Assistant
Ermine Walliby	Coordinator, Peer Counseling Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Benina Ilon	Campus Nurse	<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				
<ol style="list-style-type: none"> 1. Call to Order 2. 2012-2013 Assessments and Inventory of Communication Products 3. Fall 2013 Orientation 4. 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>The Chair reminded the members on the following information.</p> <ul style="list-style-type: none"> • Since it was already passed the deadline, and the 2012-2013 assessments of several units and/or offices are still works in progress, the presiding chair extended another week for all units to complete their 2012 assessments and post them into TracDat. • The presiding chair also extended another week for the offices to provide the inventory of communication products, publications, reports, and presentation as needed by the Communication Protocol Working Group (CPWG). 				

Fall 2013 Orientation

The Counseling Services that had been tasked the oversight and coordination of the Fall 2013 orientation reported the following:

- The formation of a small working group, the members of which are: Lead Counselor Penselynn Sam, Counselors Lore Nena and Mike Ioanis, Director of Student Life Morehna Santos, Peer Counseling Center’s staff, Dalihda Waltu, Student Activity Assistant, Loatis Seneres, MITC Coordinator Karleen Manuel, and Secretary to the VPSS, Bastora Loyola.
- There were 60 students who had applied as Peer Advisors. Of these 60 students, 24 were selected primarily based and referenced to the qualification required.

The presiding chair recommended that:

- The secretary to the VPSS coordinates and requests the College’s IT division to creating an e-mail list serv for the Peer Advisors for easy and convenient communication of notices, advices, and other information through the College’s e-mail.
- The Peer Advisors should be registered as a recognized club.
- A proposed budget of \$3,995.00 was submitted for the Peer Adviser’s training that will be scheduled, October 22-25, 2013.
- The Chair required the counselors in-charge of organizing and coordinating the Peer Adviser’s training to develop a training module (a) articulating the intended outcomes of the training, (b) outlining the subject areas and activities covered, and (c) assessment. He stressed that this is particularly critical to ensure consistency and continuity in the delivery of Peer Adviser’s training, and that results and findings of the assessment shall inform program’s improvement.
- The presiding chair also advised the counselors in-charge of the Peer Adviser’s training that outcomes should be directly linked or addressed the College’s institutional directions and goals, IEMP objectives, and the Institutional student learning outcomes.

Adjournment

The meeting is adjourned at 11:45am.

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
(Sgd.) Bastora Loyola Secretary to the Vice President for Student Services July 19, 2013	(Sgd.) Joey A. Oducado Acting Vice President for Student Services July 24, 2013