

**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**

<b>Committee or Working Group</b>	Student Services Management			
<b>Date</b>	<b>Time</b>	<b>Location</b>		
January 21, 2014	9:00 AM-11:00 AM	Board Conference Room		
<b>Attendance</b>				
<b>Attendees</b>	<b>Position Title</b>	<b>Present</b>	<b>Absent</b>	<b>Remarks</b>
Joey Oducado, <i>Presiding</i>	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"/>	
Tetaake Yeeting	Acting Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Morehna Santos	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"/>		
Benina Ilon	Campus Nurse		<input checked="" type="checkbox"/>	
Marlou Gorospe	Residence Hall Acting Manager		<input checked="" type="checkbox"/>	
Bastora Loyola	Secretary to the VP for Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
<b>Order of Business</b>				
<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Sharing of information</li> <li>3. Adjournment</li> </ol>				
<b>Discussion and/or Information Sharing</b>				
<b>Call to Order</b>				
<p>A quorum having been established, the presiding chair called the meeting to order, and informed the attendees of the order of business. This is the first meeting of the semester and the Chair shared with the members on the following information.</p> <ul style="list-style-type: none"> <li>• Eddie Haleyalig is currently on leave and Tetaake Yeeting, Work Student Coordinator has been delegated to act on his stead until further notice.</li> <li>• The Chair reminded the members of the Accreditation Standard Writing Team Training for this coming Friday January 24, 2014 starting at 8am – 12pm in the MITC Rm. #2. Participation is mandatory and all are urged to be prompt.</li> <li>• The Chair went over with the members on how to fill out the form Appendix G (Administrative Unit Program Review). All offices are urged to complete the form (pages 1-2 due 2/21/14 at 12pm) and (pages 2-4 are due on 3/7/14 at 12pm). This form can be retrieved from the COM-FSM website under public reports. The Chair reminded everyone of the assessment plans which is done annually to be inserted into the tracDad. Unlike all other departments of the college, student services only report under accreditation</li> </ul>				

standard IIB. The program review is completed every two years. The Chair will do a departmental report thru the google docs for members to insert their information to be downloaded for reporting purposes. All members need to identify each unit goal and objectives.

- The Chair recommended the members to revisit the student services MAPP for modification.
- The Chair recommended the work study coordinator to represent the student services department as a member in the staff development committee.
- The director of student life has facilitated the following:
  - a. Calendar of Activities – is now in progress to be linked to the IEMP and student learning outcome and accreditation standards (WASC IIB).
  - b. Student Union Center- the proposed venue will be at the peer counseling center and will house the office of director of student life, student body association, and student body leaders. This new venue will be more accessible to students and will serve even greater purpose in enhancing student engagement, educational and extracurricular activities needed.
  - c. Founding Day – activities will be at the national campus gym on April 1, 2014. The proposed program will start with the coronation and follows by the ball games and fun games. The theme will be contested by the teams and awarded with \$50.00.

**Adjournment**

The meeting is adjourned at 11:20am.

**Comments/Date and Time of Upcoming Meeting, and Others**

None

<b>Handouts and Documents Reference</b>	<b>College Web Site Link</b>
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Appendix G Administrative Unit Program Review – Student Services	<a href="http://www.comfsm.fm/publications/catalog-2013-2014/calendar/2013/pni-nat-2013.pdf">http://www.comfsm.fm/publications/catalog-2013-2014/calendar/2013/pni-nat-2013.pdf</a>
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**Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities**

<b>Prepared by</b>	<b>Submitted to</b>
<b>Bastora Loyola</b> Secretary to the Vice President for Student Services	<b>Joey A. Oducado</b> Acting Vice President for Student Services