

College of Micronesia–FSM

Department of Enrollment Management & 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.

Minutes Reporting Form

Committee or Working Group	Student Services Management			
Date	Time	Location		
August 18, 2015	9:00AM – 11:00AM	BOR Conference Room		
Attendance				
Attendees	Position Title	Present	Absent	Remarks
Joey Oducado, <i>Presiding</i>	Acting VP for Enrollment Management & 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"/>	
Arinda Halbert	Acting Director, Financial Aid Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marlou Gorospe	Residence Hall Acting Manager	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tetaake Yeeting	Work Study Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bastora Loyola	Secretary to the VPEMSS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recorder
Order of Business				
<ol style="list-style-type: none"> 1. Debrief of 2015 Fall Orientation and other activities 2. 2015 Assessment in the TracDat 3. 2017 Institutional Priorities, Department's Outcome, unit's outcomes and action steps including FY2016 for FY2017 budget preparation 4. 2012-2014 Program Review and the non-academic program prioritization 5. Calendar of Student Activities 6. IIC Self-Evaluation 7. Adjournment 				
Discussion and/or Information Sharing				
<p>Call to Order</p> <p>This is the first departmental meeting for this semester and the presiding chair recommended that meetings will be scheduled regularly on a monthly basis. A quorum having been established, the presiding chair informed the attendees of the order of business and requested for additional items to be inserted in the agenda.</p> <p>The presiding chair reminded all managers to send prior notification to the office of VPEMSS for any meetings/functions that required their attendance.</p>				

Debrief of 2015 Fall Orientation and other activities – The presiding chair opened the discussion for inputs or feedbacks on negative/positive areas that should be considered to further improve the delivery of the orientation program by next year.

- All student services staff should attend the department-organized activities to show their support and assistance during those activities, for example, orientation for freshman students. The presiding chair requested at least a student services staff representing a unit under the department to be involved in any upcoming planning of department sponsored activities, and be actively engaged from the planning to implementation of the activities.
- All staff and faculty should be encouraged to reach out with the new students, such as dialogue, etc., especially during orientations.
- The preparation of food was time-consuming especially during the orientation. As such, in the next orientation perhaps consider the option of providing hot dog buns and punch; thereby allowing more time for faculty and staff to associate with the new students.
- For the next orientation program, faculty should be more engaged especially during the first day of the orientation week. The orientation work group should ensure communications are sent to the college community.
- While IRPO conducted survey during the orientation, there is a need to conduct further assessments to secure in-depth data on students' perceptions about the orientation, and others to inform further improvement of this routine activity.

2015 Assessment in the TracDat – The presiding chair proudly announced the completion of the student services department's 2013-2014 assessment plans in the TracDat as well as the program review. The presiding chair recommended the members to revisit the 2014-2015 assessment plans in the TracDat and close the loop no later than end of the month in preparation for the FY2017 budget. Assessment results should be used to inform improvements in the department's student support services and activities, and resource allocations.

2017 Institutional Priorities, Department's Outcome, Unit's Outcomes and action steps including FY2016 for FY2017 budget preparation - The preparation of FY2017 budget will be informed by 2014-2015 assessment results. By September 2015, all "dollar figures" will be inserted to any actionable plan that identified in the annual assessment plans to show that resource allocations or resources are allocated as informed by the assessment results.

After closing the loop, the units will be developing sets of outcomes for FY2017 budget preparation as informed by prior year's assessment. Outcomes should also be congruent with the institution's focused direction and goal, priorities, and complimentary to those of the other departments.

2012-2014 Program Review and the non-academic program prioritization - As advised by the VPIEQA, the program reviews including related documents (annual assessments in the TracDat, 2012-2013 and 2013-2014) were uploaded into the Wiki page.

Calendar of Student Activities – With insertion of some minor adjustments to the 2015-2016 calendar of activities, the presiding chair recommended that his office will publish it on-line to update what is currently available as on-line calendar under the VPEMSS webpage.

IIC Self-Evaluation – As advised by Consultant David Adams, there were some substantial improvements in the IIC Self-Evaluation. The presiding chair recommended the members to continue with their write-ups and gather all evidences and assign URL to be uploaded into the college's website. The consultant is requiring the members to identify a best practice that was implemented only by the college. The members decided that the "student travel" is one of the unique practice under the department of student services.

Adjournment - *The meeting is adjourned at 10:55am.*

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
<p align="center">Bastora Loyola Secretary to the Vice President for Enrollment Management & Student Services</p>	<p align="center">Joey A. Oducado Acting Vice President for Enrollment Management & Student Services</p>