

## 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

<b>Committee or Working Group</b>	Department of Enrollment, Management and Student Services			
<b>Date</b>	<b>Time</b>	<b>Location</b>		
June 10, 2016	9:00AM – 11:00AM	BOR 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>	Vice President for Enrollment Management & Student Services	<input checked="" type="checkbox"/>		
Penselynn E. Sam	Lead Counselor		<input checked="" type="checkbox"/>	
Mike Ioanis	Counselor	<input checked="" type="checkbox"/>		
Nixon Soswa	Counselor	<input checked="" type="checkbox"/>		
Cynthia Edwin	Counselor	<input checked="" type="checkbox"/>		
Sebastian Tairuwepiy	Counselor	<input checked="" type="checkbox"/>		
Castro Joab	Coordinator, Sports & Recreation	<input checked="" type="checkbox"/>		
Bastora Loyola	Secretary to the VPEMSS	<input checked="" type="checkbox"/>		Recorder
<b>Order of Business</b>				
<ol style="list-style-type: none"> <li>1) Preparation of Fall 2016 Orientation/Registration</li> <li>2) Adjournment</li> </ol>				
<b>Discussion and/or Information Sharing</b>				
<ol style="list-style-type: none"> <li>1) The presiding chair called the meeting in order. The meeting began after Bastora read the College's mission statement. The VPEMSS briefed and made some recommendations: <ul style="list-style-type: none"> <li>• The Fall 2016 Orientation for new students is slated for August 4-5, 2016 at the FSM-China Friendship Sports Center. This will be a joint event for all new students of Pohnpei and National campuses. The VPEMSS recommended the members to start posting and announcing reminders as this event is mandatory for all new students.</li> <li>• The VPEMSS recommended the members to start posting announcements that applications for 2016-2017 Peer Coach are now available. The Peer Coaches training is scheduled on July 27-29, 2016. VPEMSS reminded everyone to create an assessment survey to ensure the effectiveness of the training. He also recommended the members to utilize the current tutors as they work closely with students. Select 25 peer coaches (fifteen students from National and ten students from Pohnpei Campus).</li> <li>• To expedite the process of the orientation/registration program preparation, the members to work collaboratively with the office of Admission and Records and continue the process right after this meeting. The members to work with extremely essential offices to provide snapshots or power point presentation of the procedures and best practices of student success. The VPEMSS also urged that all presentation should include a syllabus.</li> <li>• The VPEMSS suggested the orientation program to be scheduled on Thursday August 4, 2016 and continue with the registration on Friday August 5, 2016. Lunches will be provided by the offices of</li> </ul> </li> </ol>				

VPEMSS and CTE Director on Thursday August 4, 2016 as the program will take all day.

- Fall 2016 regular registration for continuing and returning students is scheduled on August 9-11, 2016. Classes will begin on August 15, 2016.

2) The meeting adjourned at 10:55am.

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

**College Web Site Link**

**Summary of Decisions, Recommendations, Action Steps,  
Motions with Timeline and Responsibilities**

**Prepared by**

**Bastora Loyola**  
Secretary to the Vice President for Enrollment  
Management & Student Services

**Submitted to**

**Joey A. Oducado**  
Vice President for Enrollment Management & Student  
Services