

## 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>	Enrollment Management and Student Services			
<b>Date</b>	<b>Time</b>		<b>Location</b>	
February 15, 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 Director of Admissions, Records and Retention	<input checked="" type="checkbox"/>		
Penselynn E. Sam	Lead Counselor	<input checked="" type="checkbox"/>		Represented by Counselor Nixon Soswa
Faustino Yarofaisug	Director, Financial Aid Office	<input checked="" type="checkbox"/>		
Marlou Gorospe	Acting Manager, Residence Halls	<input checked="" type="checkbox"/>		
Castro Joab	Acting Director of Student Life	<input checked="" type="checkbox"/>		
Ermine Walliby	Coordinator, Peer Counseling Center	<input checked="" type="checkbox"/>		
Benina Ilon	Campus Nurse	<input checked="" type="checkbox"/>		Recorder
<b>Order of Business</b>				
<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Reading of the college's Mission Statement</li> <li>3. Monthly Reports</li> <li>4. Sharing of Information</li> <li>5. 2015-2016 Assessment Plan in the TracDat</li> <li>6. Preparation for the Accreditation Visit</li> <li>7. Adjournment</li> </ol>				
<b>Discussion and/or Information Sharing</b>				
<p>There being a quorum, the presiding officer called the meeting to order; thence, followed with the reading of the college's Mission Statement by the coordinator of the Peer Counseling Center.</p> <p><b>On Monthly Reports</b> The presiding officer reminded unit directors and supervisors that submission of their reports for the month of January 2016 was past due. As of meeting time, only the Financial Aid Office, health services, and part of the department's division of student life had submitted their monthly reports to the Office of the VPEMSS. As such, he set as extended deadline for unit directors/supervisors concerned to submit their monthly reports on or before the end of the day, February 15, 2016.</p> <p><b>Updates and/or Information Sharing by Student Support Services Units</b></p> <ol style="list-style-type: none"> <li>1. Health Services             <ol style="list-style-type: none"> <li>a) For and in behalf of her family, the college nurse expressed her profound appreciation to the department, in</li> </ol> </li> </ol>				

- general, and her colleagues, in particular, for their condolences, prayers, and sympathies especially during the time of the family's bereavement with the passing away of her mother.
- b)** Screening for leprosy was conducted on February 11-12, 2016. Over 100 students, faculty, and staff availed of this screening service.
  - c)** Screening for sexually transmitted infections (STIs) , as part of the World AIDS day 2015, will be conducted for the entire week of February 15 to 19, 2016.
- 2. Peer Counseling Center**
    - a)** The center hosted a Valentine Skit entitled "The broken love who is behind it" last February 12, 2016. The skit portrayed the negative effects of alcohol use/abuse on family relationship. A total of 67 students participated in the activity. The coordinator will share the results of the assessment conducted about the activity in the next department's meeting.
  - 3. Guidance and Counseling Services**
    - a)** Counselors from the two campuses – National and Pohnpei Campuses – convened in a two-day retreat to dialogue on best practices and ways to further expand counseling and tutorial services, increase collaboration among counselors, and others. Counselors also invited unit heads to provide updates and orientations in the areas of Title IX, admissions and registration, financial aid program. Counselors also revisited sections of the college's 2016 Accreditation Self-Evaluation especial those that relate to counseling and services under the college's counseling services.
    - b)** Upcoming workshops: February 17, 2016, Transfer Workshops, and Resume and Interview Workshop that will be scheduled on March 16, 2016.
    - c)** Counselor Mike Ioanis is currently off-island to assist in the administration of the 2016 COM-FSM Entrance Test (COMET) to high school seniors of private and public high schools in Chuuk and Yap including other students at the state campuses.
  - 4. Student Life, Sports and Recreation**
    - a)** Founding Day Games are on going. Volleyball games that were scheduled February 11, 2016, were cancelled due to water problem. Pohnpei State is currently experiencing a water shortage problem due to extremely dry weather condition. Nevertheless, the games will be rescheduled to February 27-28, 2016.
    - b)** Founding Day Fund Raising Activities. The acting director of Student Life is working with SBA advisor and ESS instructor to come up with plans for fundraising activities during the Founding Day. These activities are basically to raise funds for the college's Endowment Funds. The organization of a subcommittee for the Mr. and Ms. Founding Day 2016 is in progress.
    - c)** Acting director of Student Life continues to work with the SBA, recognized student clubs, student support services units to securing details of sponsored co- and extra-curricular activities so they can be inserted in the department's online calendar of student activities.
  - 5. Residence Halls**
    - a)** A total of 103 students (56 males and 47 females) are currently residing in the college's residence halls. In-charge of the residence halls reported that this semester, the college's residence halls as the highest occupancy rate unlike in the past.
    - b)** Resident Halls Organization (RHO) of students had elected new officers for 2015-2016 term.
    - c)** Working with the college department of Campus Facilities and Maintenance on several areas, such as, painting of the residence halls building, in progress, and other renovation needs.
    - d)** Residence Halls will working on the following: (1) acquisition of furniture for the residence halls lounges; (b) acquisition of printers for the RH computer labs for students to use in doing their course works; (c) installation of air condition units for the RH-Male computer lab; (e) outdoor/indoor clothes lines for student to use to dry their clothes; and (f) curtains.
  - 6. Financial Aid**
    - a)** Pell Grant Awards: \$808,538.00 as of February 12, 2016.
    - b)** Accreditation visit preparation: Director of FAO plans to give Accreditation Quiz to his staff on their respective section of the self-evaluation/study to ensure staff are ready for the visit and assess their

- awareness about the accreditation initiatives of the college.
- c) Master Calendar of Activities for FAO for the academic year.
  - d) One FAO counselor is currently on annual leave to attend to her family's bereavement.
  - e) Student Financial Aid Appeal Process: The director will work closely with the counselors and the A+ center tutors include academic advisors to better assist students especially after appeals were extended of them.
  - f) Director will organize by appointing members to the FA committee who will be serving for the 2015-2016 term.

**2015-2016 Assessment Plan in the TracDat**

The presiding officer set the deadline for all student support services to post their 2015-2016 assessment plan in the TracDat. Plans include outcomes for 2015-2016, strategies per outcomes, and targets identified per strategy. This process is to assure that student support services regularly assess and evaluates quality of programs/services, and results of the assessments will yield to something that will inform program enhancement and improvement to effectively support student learning and enhance accomplishment of the college's Mission Statement.

Deadline set, February 19, 2016. Feedbacks will be communicated by the VPEMSS to unit directors/supervisors about the posted plans, February 22, 2016.

**Preparation for the Accreditation Visit**

Series of meeting will be called for all student support services directors/supervisors in preparation for the accreditation visit. Meeting shall include revisiting the self-evaluation report, II.C. including related sections. Meetings shall be on February 19, and February 22-24, 2016.

**Adjournment**

Presiding officer adjourned the meeting 10:30 AM, February 15, 2016.

Comments/Date and Time of Upcoming Meeting, and Others	
The next meeting is scheduled on February 8, 2016.	
Handouts and Documents Reference	College Web Site Link
Summary of Decisions, Recommendations, Action Steps, Motions with Timeline and Responsibilities	
<ol style="list-style-type: none"> <li>1. Monthly reports, extended deadline, February 15, 2016. All directors and supervisors to submit their monthly reports before the end of the day, February 15, 2016.</li> <li>2. 2015-2016 Assessment Plan posted in the TracDat, February 19, 2016</li> <li>3. Accreditation preparation, series of meetings beginning February 19, 2016, and February 22-24, 2016.</li> </ol>	
Prepared by	Submitted to
<b>Bastora Loyola</b> Secretary to the Vice President for Enrollment Management & Student Services	<b>Joey A. Oducado</b> Vice President for Enrollment Management & Student Services