

**College of Micronesia – FSM**  
**Department of Enrollment Management & Student Services**

**Department’s Mission Statement**

The Department of Enrollment Management & 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>	<b>Management of Enrollment Management &amp; Student Services</b>		
<b>Date</b>	<b>Time</b>	<b>Location</b>	
<b>March 1, 2021</b>	<b>2pm – 4pm</b>	<b>BOR Conference Room</b>	

<b>Members Present:</b>				
Titles/Representative	Name	Present	Absent	Remarks
Vice President for Enrollment Management & Student Services	Joey Oducado	✓		
Lead Counselor	Penselynn E. Sam	✓		
Director of Financial Aid Office	Faustino Yarofaisug	✓		
Director of Admissions, Records and Retention	Doman Daoas	✓		
Executive Director of Center for Entrepreneurship	Timothy Mamangon	✓		
Acting Student Life Director	Chelsea Rion	✓		
Coordinator, Sports & Recreation	Loatis Seneres	✓		
Campus Nurse	Benina Ilon	✓		
Residence Hall Manager	Marlou Gorospe	✓		
SSC, Kosrae	Arthur Jonas	✓		
Counselor, Chuuk	Wilson Bisalem	✓		
Counselor, National	Nixon Soswa	✓		
Work-Study Coordinator	Tetaake Yeeting	✓		
Secretary	Bastora Loyola	✓		

<b>Discussion of Agenda/Information Sharing:</b>
<p><i>A quorum having been established, the Chair called the meeting to order at 2:03pm. This meeting was called to further discuss preparations, roles, tasks and assignments and other areas.</i></p> <ul style="list-style-type: none"> <li>• <i>The members were designated as members of the Standard IIC-Student Support Services writing team for the college’s Institutional Self-Evaluation Report (ISER) that will be submitted to the Accrediting Commission for Junior and Community Colleges (ACCJC) on August 1, 2022 in</i></li> </ul>

support of the reaffirmation of the college accreditation.

- According to the college's ISER Timeline, a draft of the Standard IIC section of the ISER should be completed by May 31, 2021, ready for review by apt standing committees June 2021 to December 2021.
- This report will be short and comprehensive as it will consist of only ten pages including the table of evidences. The template listed with all eight standards has been sent to the members for guidelines.
- Under Standard IIC-Student Support Services are eight standards; the following are assigned to each standards:
  - Standard IIC.1 – Faustino and Timothy
  - Standard IIC.2 – Tetaake and Nixon
  - Standard IIC.3 – Student Life, Wilson and Terry
  - Standard IIC.4 – Student Life and Julia
  - Standard IIC.5 – Penselynn and Cindy
  - Standard IIC.6 – Doman and Arthur
  - Standard IIC.7 & 8 – Doman
- A drafted write-up is expected from each lead writer of the eight standards before next meeting for review and feedbacks.
- All EMSS offices should provide a newsletter showing their offices' mission statement, outlined its programs and services, names of staff with pictures, contact numbers, and email addresses.
- The members will pick two-three of the best examples of assessments to cite as evidences for the draft write-up.
- All EMSS staff college-wide are urged to complete the COVID-19 survey before or on 3/10/2021.
- The next meeting is scheduled on March 10, 2021 at 2pm in the BOR conference room.
- The meeting adjourned at 4pm.

<b>Prepared by</b>	<b>Submitted to</b>
<b>Bastora Loyola</b> Secretary to the office of Vice President for Enrollment Management & Student Services	<b>Joey A. Oducado</b> Vice President for Enrollment Management & Student Services