

USG Study Abroad Committee Minutes  
January 25, 2008  
Macon State College

**Attendance:** Tracy Harrington (Bainbridge), John Lughart (DSC), Liz Havey (GCSU), Debra Denzer (GA Perimeter), Phil Szmedra (GA Southwestern), Dlynn Armstrong-Williams (NGCSU), Megan Powell (EU Council ISEP), Andrew Dawson (GA Highlands), Betty Laface (Bainbridge), Charles Johnson (Valdosta), Genevieve Watson (Darton), Rebecca Miller (GA Tech), Brooke Ward (GSU), Misty Holm (GSU), Colleen O'Hara (KSU), Adrienne Langston (GA Perimeter), G. Titi Oladunjoye (Albany State), Nancy Shumaker (GA Southern), Jim Anderson (AASU), Martha Wilson (MSC), Susan Pratt (USG OIE)

The study abroad committee meeting was called to order at 10:00am.

- I. Introductions and Review of Minutes from previous meeting
  - a. Tracy Harrington moves to accept, Liz Havey seconded, passed unanimously.
  
- II. Update
  - a. Briefing Book is out and will be distributed to representatives at SCIE meeting on February 1. Also have a list of additional people to whom it will be sent. The USG OIE website also will have the Briefing Book posted.
  - b. SCIE meeting next Friday in Macon from 10:00 a.m.-2:00 p.m.
  - c. Seven Revolutions Faculty Workshop held
  - d. In midst of Internationalizing the Campus grant process; four finalists; making campus visits this next week.
  - e. Legislative process has started; if anyone knows anything that might impact study abroad, please let the OIE know. OIE tries to track bills and give Legislature feedback.
  - f. Webcast on Seven Revolutions/New York Times Knowledge Network project to be held on February 6. \$245 registration fee per institution.
    - i. If webcast is about the Seven Revolutions and your campus is struggling with internationalizing the campus, exposure of top-level administrators to the Seven Revolutions can help greatly to jump start that process.
  
- III. Jamaica Trip, July 5-August 9, 2008, hosted by Albany State University.
  
- IV. Liability Issues and Study Abroad
  - a. Question arose in European Council meeting about liability: Do directors of study abroad programs have personal liability insurance above the insurance provided by their college or university?
    - i. Consensus was that institutional coverage was sufficient, even when students from other institutions were on a program hosted by one institution.
    - ii. Susan Pratt recommended that each study abroad director check what the situation is on their individual institution.

- iii. Dlynn Armstrong-Williams also strongly recommended that all faculty on study abroad have the Request for Authority to Travel completed and signed-off on by the appropriate officials at their institution.

V. Subcommittee on Study Abroad in Two-Year Institutions

- a. Tracy Harrington reported on meeting held on January 18, 2008.
- b. Discussed what the particular challenges were that two-year institutions faced.
  - i. Consensus that two-year setting has unique problems that a workshop could address.
  - ii. Specific concern about participation by two-year institutions and their students.
  - iii. Agreement that if workshop topic is too general in nature, that no one will attend and that need is to specifically address the participation rate by two-year institutions.
    - 1. Consensus that students at four-year institutions who have had a previous study abroad experience will want to study abroad during their four-year degree program.
    - 2. Use this as impetus for raising participation at two-year level.
- c. Workshop on April 4, 2008, recommended, with panel of two-year representatives discussing the various challenges facing the majority of USG two-year institutions followed by break-out sessions which would examine each of the five “challenge areas” identified by the representatives.
  - i. Dlynn Armstrong-Williams asked about how we could advertise the workshop and recruit participants for the workshop.
  - ii. Tracy Harrington suggested a letter to the two-year institutions’ presidents

responsibilities, they are in technological or other programs that will be completed at the two-year school, and so on.

- viii. Dlynn Armstrong-Williams said that break-out sessions were important because they could bring up for discussion all of the hurdles faced when two-year and four-year schools try to partner on programs, i.e., where tuition stays at the home institution, courses at core level are offered for two-year students, and so on.
- ix. Dlynn Armstrong-Williams asked committee members to personally contact individuals who are not present today but are responsible for study abroad on their campus.
- x. Need to address how we encourage four-year institutions to participate in the workshop. At this point, it looks as if the workshop is targeted at two-year and small institutions.
- xi. Susan Pratt said that the OIE would promote the workshop as pertaining to issues of two-year schools but also issues raised when two-year and four-year schools want to collaborate.
- xii. Discussion then turned to using positive focus to attract participation, advertise the workshop as showing success stories, how success was achieved, what could be done at other campuses to be successful.

## VI. Announcements

- a. Boren Scholarship – now accepting service in teaching in the classroom in the strategic languages as government service. Thus, if student can't find a job with the government but can find a teaching job, that will suffice.
- b. ISEP deadlines are approaching and student applications need to be submitted.
- c. STARS funding – Susan Pratt has asked institutions about any that may be left over, but up to this point, no one has returned any of those funds.
- d. Jim Anderson asked about financial management of study abroad programs, especially with regard to use of P card for program. Susan Pratt said that she actually has a memo in her office that states that study abroad programs are an exception with regard to using P cards for deposits and airline reservations. Jim said he was told by the auditors that he could not do that. So, we are all waiting for further clarification.
- e. Debra Denzer said that lunch will be provided for members of the Faculty Curriculum Committee.
- f. GPC's programs in Asia (Japan, China, India in May and June) still have slots available and if any of us have students who are interested, please give the GPC representative our contact information.
- g. Phil Szmedra spoke about the Mendoza Argentina program in Maymester offered by Coastal Georgia for \$2800 each for 15 students.
- h. Colleen O'Hara spoke about the SUNY system's use of a generic application for study abroad that allows students to go on any program at any SUNY school without have to be in transient status or transfer credits. Colleen O'Hara to research the application and bring it back to the committee.

## VII. Adjournment --