

Study Abroad Committee
System Council on International Education
Minutes – 29 January 2016

I. Meeting called to order by chair at 1:20pm.

II. Introductions occurred around the room

III. Georgia Highlands college announced they would like outreach/help with planning a program to Cuba.

IV. Steve Hopkins from CISI was present.

- a. Clarified that travel to Cuba requires filling out compliance forms that must be submitted to CISI prior to enrolling students. He will check to see who has the authority to sign these.
- b. Steve reminded the group that he is willing to visit campuses

V. Business related to operating study abroad programs ensued.

- a. Discussion and continued concerns about use of P-Cards for study abroad programs was revisited. Some schools still have difficulty using the P-Card for study abroad purchases and all institutions were encouraged to look into new regulations dated May 2015 that should be on the BOR webpage. Many programs just pay as much in advance/up front as possible and then provide a cash advance to the program director.
- b. Questions arose about charging admin fees. The group was reminded that per BOR policy a 5-20% cushion of the total program cost should be built in.
- c. Some schools indicated they include a 6% admin fee in the program cost to cover credit charge transactions costs, advertising fees, etc.

VI. BOR Business

- a. Variety of events such as the Forum, NAFSA, Terra Dotta User Conference, and GILC are coming up in the next few months
- b. Discussion about system wide usage of travel insurance. Most schools agreed that they encourage but do not require students to purchase this coverage. A wide majority of flight contracts for groups include it. Steve Hopkins reminded the group that CISI does cover some of the program/ travel cost of the student in certain circumstances.
- c. Broad discussion to brainstorm types of data we'd like to send Tammy to provide better reporting on study abroad at the state level. Consensus largely pointed to working to ensure we are counting students to the same way for reporting purposes. The group largely is looking for more categories to describe different types of international experiences and providing post-program info such as retention rates, GPA, etc. It was decided that the Open Doors report could be a good common starting point that can be expanded upon for state needs/interests. There was also some talk at reporting on faculty salaries, separately.
- d. Tammy is also interested in pursuing the possibility of a state-wide Terra Dotta contract.

- e. The question of whether small schools would be interested in a consortium to train program directors, etc. was floated, though there was not much response as few schools were represented in the room.
- f. One of Tammy's priorities is the overhaul the BOR website for International Education - that would include a drop-down menu for faculty and administrations. The room suggested the following for what they'd like to see in the website:
 - 1. Information pertaining to study abroad consolidated all in one place
 - 2. Make sure the information is targeted to staff as the key audience since they will likely be the most frequent users – some schools without dedicated study abroad websites indicated they would like to keep the student-oriented materials
 - 3. Links to MOU templates, P-Card regulations, Clery procedures, Calendar of events, and scholarship resources
- g. The directory also requires updating. A state-wide Terra Dotta contract might make collecting data about individual programs easier, though there are cons since each campus can customize. It was generally decided that the directory in its current form is sufficient, but maybe a list of programs by country could be more user friendly.
- h. Other professional training suggestions were recommended, and included the following:
 - 1. BOR policy interpretation
 - 2. Finance and business procedures/P-Card (some noted more flexibility from their business office since the first training)
 - 3. Risk Management
 - 4. Service-learning abroad
 - 5. Scholarships
- i. There is continued trouble filling the Director of Study Abroad at the state level. Questions arose about the search committee and whether there were any Education Abroad representatives on it. It was suggested that trouble might have come from the fact that the initial job posting indicated immigration knowledge was required. There is some understanding that the BOR may begin looking at other options. Tammy should be sent specific ideas about this position should be responsible for. The group recommended:
 - 1. Working for international fee approval
 - 2. An advocate for the professional field
 - 3. Leading program director professional development training
 - 4. Keeping policies & procedures up to date to reduce state-wide risk and liability and ensure compliance
- j. The BOR is assisting the Mayor of Atlanta bolster its sister cities programs. Tammy's ideas include working with the Japanese-America Society of Georgia and utilizing the network of consulates in the Atlanta area
- k. The PeaceWorks organization reached out to see if institutions would be interested in a faculty development seminar focused on service-learning. The room was generally in agreement that we are already doing many of these things independently and could probably generate a development seminar on our own.

VII. Other Business

- a. Some schools were having to prohibit part-time faculty from teaching abroad due to ACA regulations. Some indicated part-time faculty could go as long as they were only teaching – they can't act as program directors so their work hours can be more easily limited. It was suggested retirees could be a good option since benefits are already paid out.
- b. Question was asked about how campuses handle the faculty to student ratio and if two faculty are ever required. Most make the determination by number of students (if appears between 10-15), though some schools do require two people in a position of authority need to be present – that could include a GA or a local individual trained and appointed.

VIII. Meeting was adjourned by chair at 2:44pm.