

CISS Meeting Minutes

April 23, 2004

10:00 a.m. – 12:00 p.m.

**M-210 Theatre/Arts Complex
Macon State College**

Members Present:

Nancy Shumaker
USG BOR : Sue Sugarman
GASOU : Tanya Grubbs
FVSU : Gerald McIntosh
GPC : Richard Beaubien
GT : Sheila Shulte
GSU : Doug Podoll
AMC : DaNiesha Dukes
KSU : Maggie Scott
MGC : Liz Travis
NGA : Ann Tallant
DC : Aya Ogawa
MCG : Beverly Tarver
AMC : Jeanette Luster
UGA : Mary Ann Kelly

Cara McCormick from HTH Worldwide was present as a guest

Richard Beaubien moved, Sheila Shulte seconded, committee approved minutes from meeting of January 23, 2004

Meeting called to order and Introduction of Members Present

Office of International Education

- **SEVIS/Banner Issues.** A. Sue Sugarman noted that USG institutions had been asked to submit newsworthy items with regard to G8 issues and countries that could be used by journalists for the G8 Summit in June.
- Flyers for the on-line courses in Chinese, Japanese and Russian were distributed and the committee was asked to help promote the programs on their campuses.
 - Students who complete four semesters of the language are eligible for substantial scholarships to help them to study abroad. Sue clarified that they do not have to take all of those semesters through the on-line program.
 - Deadline for application is July 15 th with a limit of 20 students per class
 - If these programs (funded through an NSEP grant) are successful, there is a good chance of getting

additional funding for additional languages. Gerald McIntosh indicated an interest in having Portuguese offered

- Global Partnership and Most Internationalized Unit grant decisions will be made in late May, possibly early June.
- Cristina Stephens has been hired in the USG OIE office to administer the on-line foreign language coursework as well as study abroad data.

International Student Health Insurance

- **HTH Insurance Policy** - Cara McCormick spoke the efforts HTH is making to meet the needs of USG schools and students. 13 USG institutions currently use the HTH policy.
- **HTH** will try to send quarterly updates; they'll be sent to Sue Sugarman at the Board office.
 - Cara reported a \$1.4 million premium collection (August 1, 2003 - March 31, 2004), \$658,000 paid out in claims, with a 48% loss ratio. Since there typically is a lag of about 18 months on student insurance, she was not completely sure about the final figures.
 - Rates for 2004-2005 will be going up from \$43.50/month to \$48/month (\$576/year); the rate for the evacuation/repatriation-only coverage will remain the same.
- Georgia Tech has gone to a mandatory international insurance policy or hard waiver for its students. This helps to keep the rates down and also protects students. Gerald M. stated that Fort Valley State is considering a mandatory policy, also.
- There was discussion about how the fee is collected from the student.
 - Tanya Grubbs said that it is collected as part of the student fees at Georgia Southern.
 - Richard Beaubien noted that the insurance is set up as a rate code in Banner. For them, the problem is verifying data and getting one document together for accounts payable. He is setting up a program to do that and will share it with others.
 - Beverly Tarver stated that at the Medical College of Georgia, insurance is required of all students and they have simply added it to the overall bill.
- Waiver form - Georgia Southern uses a waiver form and HTH has sent two types of waiver form to the OIE. If everyone will send what they have in terms of a waiver form, Sue S. will design a common form and send it out non-PDF so that each school can modify it.
- Requests for continuation - Cara said they usually come from OPT students. At GPC, Richard B. noted, they recommend continuation with HTH although the student will have to pay on their own rather than through the school .
- Coverage during summer - Sheila S. said that students always ask about coverage if they are not enrolled in classes during the summer. Cara noted that if the I-20 is active and they are enrolled for the academic year, they have limited coverage if they return to their home country but are covered completely if they stay in the U. S. or travel to another country other than their home country
- 1-800 number - Sheila noted that students had been having problems with the number. Cara said they are trying to have a dedicated person assigned to oversee all the 1-800 operators. Also, they are considering have a dedicated USG 1-800 person.
 - Cara noted that when a student calls in, s/he needs to provide the i.d. number which permits the

representative on the phone to pull up the policy; also, the student could tell the rep the USG institution and their name.

She added that if there are problems, we should call her at: (703) 438-3350 or at her cell phone (610) 389-3597.

- Cara said that HTH will be glad to help with orientation sessions and to work with health centers on the campuses to explain the program. HTH has a PowerPoint presentation that can be shared with the campuses. NAFSA also provides a pamphlet/vocabulary list that helps explain health care language (PPO, deductible, co-pay, etc).
- Students who go from F-1 to Resident status - Richard will make a presentation about this because there is a problem in Banner in that the student disappears in Banner as an international student and no longer is charged the mandatory fee.
- Brochure - Beverly T. commented that since MCG has mostly international scholars, they need a brochure that addresses both international students and scholars. The current one focuses on international students and does not have clear information for the scholars.
- Sheila noted that international students are confused about coverage when they return to their home countries over the summer or on vacation periods. Students in their home countries are covered up to \$1000, but everywhere else (in the US or any other country) they are entitled to full coverage.
- Nancy noted that international student athletes who play intercollegiate sports and receive coverage through their sport do not have evacuation and repatriation as part of their insurance coverage. These students need this coverage added as a rider, and international advisors should be sure to check with athletic directors/coaches to ensure that they have the correct coverage.
- Set up Ad Hoc Committee for policy review and a review to determine whether to renew an agreement with HTH as the insurance provider for international students and scholars in the USG - Nancy Shumaker asked for volunteers to serve on the committee. Sue Sugarman, Doug Podoll, Richard Beaubien, and Sheila Shulte all said they would serve. The committee will plan to meet later this summer.

English as a Second or Other Language Survey.

- Nancy Shumaker presented a summary of the survey. It was noted that the program at the University of Georgia is being discontinued after a decline in enrollment from about 250 to 50 students.
- There was some discussion about the idea of pooling resources so that students would go to certain schools for their ESOL and then move on to their college or university of choice
- If students are experiencing difficulty getting the embassy to issue a visa for a language program, they should request a letter from the admissions officer indicating that they are academically admissible to the institution but because of their low TOEFL score, require adequate English-language preparation.

Internal Revenue Service and Tax Issues for International Students - Doug Podoll.

- Doug reminded everyone present that all international students and scholars must complete a tax return whether or not they worked in the US during that tax year. His campus is hosting a tax compliance software demo on Thursday April 29 at 1:30 pm. Anyone interested in attending should contact Trang Vo at

trangvo@gsu.edu.

Georgia International Leadership Conference - Nancy Shumaker .

- The GILC will take place January 28-30, 2005 at Rock Eagle in Lawrenceville, Georgia. For more information, contact Marisa Foreman at mforeman@gsu.edu . Richard Beaubien will be the registrar for the conference.

GAIE Summer Meeting

- The Georgia Association of International Educators summer meeting will be held on July 23, 2004 at the Gwinnett University Center in Lawrenceville. Two sessions on F-1 Basics are planned for the summer conference. For questions, or to volunteer to conduct a session, contact Leigh Poole at lapoole@uga.edu .
- The next meeting of the GAIE planning committee will take place at 10 am on May 18 at the Gwinnett University Center .
- The winter GAIE conference will be held in Savannah at the Mulberry Inn on February 16-18, 2005. There will be no professional development (PDP) workshop prior to the summer conference, but there will be a PDP offered prior to the winter conference.

International Scholars and Multi-Campus Resource Sharing - Nancy Shumaker

- Georgia Southern has begun process of requesting information from faculty and administrative staff and also putting up database on website. The intent is to gather information related to the international expertise of faculty and staff by having them answer a simple questionnaire. UGA has a similar database posted on their Public Service and Outreach Web site. If this database can be created, the USG OIE will host in on the Web site .

Announcements

Date and Time of Next Meeting- time and date for next meeting was tentatively set for June 18th

Adjournment

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