EDUCATION ABROAD COMMITTEE MEETING OF THE FACULTY SENATE ELECTRONIC VOTING MEETING MINUTES

Electronic Voting Requested by: Iyonka Strawn-Valcy (Chair)  
Request Date: 2/17/2017

Facilitator: Iyonka Strawn-Valcy (Chair)  
Transcriber: Tara McDuffie

Committee Members: Diana Barber, University College (Guest); Ken Hill, Honors College (Skype call); Hai Ho, College of Electrical and Computer Engineering Technology; Jun Ji, College of Science & Mathematics; Nadine Jones, Division of Global Affairs (Ex-Officio); Tara McDuffie, Division of Global Affairs (Ex-Officio); Doug Moodie, Coles College of Business; Paul Parker, Enrollment Services Division (Ex-Officio); Teresa Raczek, College of Humanities & Social Sciences; Michael Sanseviro, Division of Student Affairs (Ex-Officio); Sabine Smith, College of Humanities & Social Sciences (Ex-Officio); Iyonka Strawn-Valcy, Division of Global Affairs (Ex-Officio); (Ex-Officio); Tien Yee, College of Engineering; Yuri Feito, WellStar College of Health and Human Services; Ashley Johnson, Division of Global Affairs (Ex-Officio); Diana McClintock, College of the Arts; Shelbee Nguyen, University College; Ermal Shpuza, College of Architecture & Construction Management; Natasha Thornton, Bagwell College of Education

Off-Cycle Program Proposal Submissions

Three education abroad programs were submitted off-cycle and were sent by email to all committee members for formal review. Per the Education Abroad Faculty Senate Guidelines, exceptions can be reviewed off-cycle in the event that more than fifty percent of the program fee for program participants is subsidized. Additionally, one of the programs requires an education abroad capstone and the mandatory program fees are included in participant tuition and fees.

1. Al Amal Camp
   
   Committee Review
   
   i. Comments/Clarifications
   
   1. This is approved but consider postponing until next year. This was a suggestion from a committee member, who also understands the importance of taking advantage now, if you can – so this is just a recommendation. They were more concerned about the issues you raised when we met yesterday regarding the timing and cost. However if you can make it work with the quotes you are receiving, feel free to proceed.
   
   2. The dates are a short travel turnaround with a long flight (12/18 - 12/23) so from a risk management perspective, this should be completely disclosed to the students for their consideration before they apply/pay.
   
   3. Students will need a reasonable itinerary that takes their fatigue and potential jet-lag into consideration to prevent any travel-related issues. Please submit a final itinerary to EAO prior to departure.
   
   4. Please submit a summary of how students will be selected.
5. Students will still need to purchase international health insurance and follow CISI insurance policies set forth by KSU for international travel. They can either do it individually and submit proof to our office or your office can purchase it for them. Your program coordinator will send you this information, based on your decision.

6. Per EAO guidelines, it is required that you have at least $500 in emergency funds with you on the program with the students.

Vote: Approved (votes submitted electronically; voting initiated on 12/5/2016)
Quorum represents 7 votes: 8 votes to approve; 2 abstentions (Teresa Raczek, Jun Ji)

2. Learning about the Israeli-Palestinian Conflict
   Committee Review
   i. Budget Adjustments/Clarifications
      1. The airfare quotes and vendor budgets are not aligned. Please submit a detailed cost breakdown of all student costs as it relates to the vendor quotes to clarify the final student cost.
      2. Even through the budget will be operated out of MSCM, please include emergency funds in the shared administrative costs at a minimum of $500.
   ii. Required Information/Documentation
      1. The Committee will require additional detail on how the safety and security piece will be managed (orientations, information dissemination to students, a list of site-specific detailed precautions they will be sharing with the students - ideally based on one of the faculty member’s experience in the region, and any additional information that may be helpful).
      2. Please coordinate with DGA’s International Risk Mitigation Officer (Mr. Mike Sweazy) to conduct a required and customized safety and security debriefing for the faculty and then a separate safety orientation for the students. Please submit the dates of these meetings/collaborations with your revisions.
      3. Provide communication plan while on-the-ground as well as an immediate action plan in the event of an emergency during the program.
   iii. Comments/Clarifications
      1. The committee suggests that listing countries and cities in a single string could be misinterpreted given the charged geo-politics of the region and suggested a change from:
         i. Program Locations: Israel and Palestinian Territories, Jerusalem, Ramallah, Bethlehem, Tel Aviv and Ramleh
            can potentially be changed to: Program Locations: Israel and Palestinian Territories: Jerusalem, Ramallah, Bethlehem, Tel Aviv and Ramleh Or: Program Locations: Jerusalem, Ramallah, Bethlehem, Tel Aviv and Ramleh in Israel and Palestinian Territories (This is up to the Program Director’s discretion, but recommended.)
Vote: Revise and Resubmit *(votes submitted electronically; voting initiated on 2/17/2017)*
Quorum represents 7 votes: 9 votes to approve; 1 vote to deny; 1 abstention (Shelbee Nguyen)

3. **Special Olympics Summer Internship in Thailand**
   Committee Review
   i. Budget Adjustment/Clarifications
      1. List of all items/expenses that the subsidy will cover.
   ii. Comments/Clarification
      1. Please provide additional and detailed region-specific safety and precautionary details or insight.
      2. Exact program travel dates are needed.

Vote: Approve with Revisions *(votes submitted electronically; voting initiated on 2/17/2017)*
Quorum represents 7 votes: 9 votes to approve; 1 abstention (Shelbee Nguyen).

3. **Young Southeast Asian Leadership Initiative (YSEALI)**
   Committee Review
   i. Required Information/Documentation
      1. Completed Education Abroad Programs Physical Requirement Assessment Form
      2. Provide two additional airfare and lodging quotes or explanation as to why quotes the current vendor will be used

Vote: Approve with Revisions *(votes submitted electronically; voting initiated on 2/28/2017)*
Quorum represents 7 votes: 7 votes to approve; 3 abstentions (Yuri Fieto, Shelbee Nguyen, Tien Yee).