Education Abroad Faculty Standing Committee — Meeting Minutes

Meeting called by: Iyonka Strawn-Valcy
Type of meeting: Meeting of the EA Faculty Standing Committee for AY 17-18

Facilitator: Iyonka Strawn-Valcy, Chair
Transcriber: Cynthia Tatis

Attendees: Ernesto Silva, Kami Anderson, Keith Tudor, Jun Ji, Linda Lyons (Proxy for Shelbee Nguyen), Stacey de la Cruz (Proxy for Natasha Thornton), Ernesto Silva, Diana McClintock, Johnathan Steppe, Wenhua Jin, Tien Yee

Ex-Officio: Iyonka Strawn-Valcy, Nadine Jones, Michael Sanseviro, Saundra Rogers, Ken Hill (via phone)

Absentees: Shelbee Nguyen, Tara McDuffie, Natasha Thornton, Paul Parker, Marietta Monaghan, Rai Sookram, Nuru Akinyemi, Patrick Bobbie

MEETING MINUTES

Meeting called to order at 9:00 AM by Iyonka Strawn-Valcy

I. Welcome
   o Stacy Delacruz of Bagwell College is introduced and is proxy to Natasha Thornton.
   o Suandra Rogers is introduced and has taken Ashley Johnson’s place as ex-officio for DGA Finance.

II. Approval of Minutes

   Motion: Revise December 7th, 2017 minutes to remove recommendation to add non-committee member from foreign languages to external programs sub-committee since sub-committee members must already be members of the committee at large.
   Second: Keith Tudor
   Vote: None opposed, motion approved

   Motion: To approve December 7th, 2017 meeting minutes.
   Second: Diana McClintock
   Vote: None opposed, motion carried to approve December 7th, 2017 minutes with revision.

III. Review of January 2018 Electronic Votes

   Programs approved per electronic votes
   i. Nicaragua Nursing 5/8/2018 – 5/18/2018
   ii. Nicaragua Nursing 12/7/2018 – 12/17/2018
   iii. Distinguished Global Ambassadors 3/31/2018 – 4/7/2018

IV. Review of Current EA Program Recruitment

   o We are currently on target with 565 total deposits for this year.
   o Our goal is to reach 664 total deposits.

V. DGA Finance Collaboration and Finance Updates

   Presented by Saundra Rogers
DGA Finance team is prepared to help faculty navigate financial responsibilities and services to avoid personal liability.

Training and modules are mandatory (If program is led by co-directors both must complete training).

Meeting with Vivian Bonilla or Saundra Rogers is required at least 45 days before departure to help navigate financials regarding their program.

As of January 16th, 2018 there is a Contracts Submissions Office

- Anytime there is a guest lecture or performance in your program procedure must now be followed through with the Contracts Submissions Office.

Discussion:

- Trainings are fatiguing for faculty and a better process is needed. This can deter faculty from participating in programs which affects students.

- These requirements are still important to make sure that everyone is clear on financial procedures to avoid personal liability.

VI. Pre-Departure Workshop Series and External Program Updates

- External programs are being reviewed by subcommittee for those programs who wish to partner with KSU or students who find programs outside of KSU.

- All students will be required to complete an online pre-departure orientation.

  - A pre-departure workshop/event series will be offered in March & April
    - One event has taken place - Passport Day 2/20 - partnered with the Atlanta Passport Agency. Hoping to hold Passport Day event again in the Fall.
    - Other workshops include Health & Safety, Incorporating Education Abroad in your Career Path, and Diversity Abroad.
    - Ideas are welcome for workshops to be done for returning study abroad students.
      - Idea brought up of a workshop for international students on how to obtain a visa for their study abroad program (ie. which consulate to go to, general paperwork and documents needed, resources, and checklist for faculty to help student through process.)

VII. 2019 Faculty-Led Program Survey Results and EA Faculty Outreach & Overview of April 13, 2017 Review Process

- 33 faculty submitted surveys and indicated plans to propose a program for 2019.

- EAO has reached out to faculty new to proposing and scheduled a meeting or phone call to go through proposal.

- Program Coordinators will also reach out to returning faculty to discuss proposals via phone.

- Once proposals are received they will be sent out to committee members to review by April 3rd. Each proposal will be assigned 2 reviewers.

Meeting adjourned 10:15AM