MEETING MINUTES

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

I. Welcome
Iyonka briefly introduced the committee members that were unable to attend the first meeting. Saundra Rogers from the DGA Finance Team attended the meeting to provide support on finance-related questions.

II. Review and Approval of Meeting Minutes
Motion: To approve meeting minutes from 08/18/2017
Moved: Marietta Monaghan
Second: Kami Anderson
Result: None opposed, motion to approve the meeting minutes from 08/18/2017 carried.

III. Addition of Curricular Significance
Iyonka: The addition of Curricular Significance to the Criteria Reference Checklist was approved.

IV. Discussion of Proposal Completeness
Comments: Iyonka noted that several proposals were submitted with missing documents. Those faculty were given the opportunity to submit their missing documents.
Several committee members addressed their concerns regarding proposal completeness.
Iyonka proposed that faculty be given until Wednesday, September 20 to submit missing documents.
Motion: To allow faculty to submit missing documents until Wednesday, September 20.
Moved: Patrick Bobbie
Second: Kami Anderson
Result: None opposed, motion to allow faculty to submit documents until Wednesday, September 20 carried.

V. Proposal Review
Sustainable Development in Germany
Motion to Approve
Moved: Ernesto Silva
Second: Wenhua Jin
Result: None opposed, motion carried to approve program.

MSIPM Global Experience: Geneva
Iyonka: Early Decision – Approved

Germany and the Netherlands: International Crime, Justice, and Peace
Motion to Approve (with comments)
Comments: Paul Parker has some concerns regarding the lodging budget. The faculty expenses were higher than the students’ expenses. Proposal needs to clarify lodging expenses for students and faculty.
Moved: Keith Tudor
Second: Ernesto Silva
Result: None opposed, motion carried to approve program.

Year of India
Motion to Approve (with comments)
Comments: Tara McDuffie noted that they used an older version of the budget template, causing their insurance price to be slightly off. Needs adjustment. The airfare quote does not match the line-item in the budget. Health and Safety Form excludes information on the risk of ZIKA virus in India, which is highlighted on the CDC website.
Moved: Keith Tudor
Second: Ernesto Silva
Result: None opposed, motion carried to approve program.

Engaging Russia: Moscow Past and Present
Motion to Revise and Resubmit
Comments: Tara McDuffie is concerned about the budget – it excludes the third faculty member and the per diem is unusually low. Health and Safety form states that “students should report illnesses to the Education Abroad Office” – this needs to be removed.
Iyonka introduced the implementation of a new Medical Form. This form would be required before a student is accepted to a program. The form requires a medical professional to sign off on a student’s ability to participate.
Keith Tudor expressed his reservations surrounding the form’s content not being accessible to the faculty directors. Kami Anderson had similar concerns.

Michael Sanseviro noted the legal component of releasing medical information to faculty. This form will filter out students that should not be participating. He invited any faculty with recommendations for a better process to reach out to him.

Diana McClintock noted that she may be joining the program. She clarified that meals would be included. She also explained the addition of attending the World Cup in Moscow, students would be able to attend with Press Passes.

Moved: Kami Anderson
Second: Tien Yee
Result: None opposed, program to revise and resubmit with updates to the Health and Safety Form (remove "students should report illnesses to the Education Abroad Office), the number of participating faculty, and the adjustment of the budget with additional faculty.

German Culture with the Georgians
Motion to Approve with Revisions
Comments: Jun Ji is concerned about some minor miscalculations on the budget. Tara was concerned with the Health and Safety Form and the GLS form not having enough details.

Moved: Wenhua Jin
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program with revisions: review of budget (clarify vendor quotes), add detail to Health and Safety Form, and add information to GLS form.

Greek Osteology Field School
Motion to Approve (with comments)
Comments: The dates on the proposal do not line up on the itinerary

Moved: Kami Anderson
Second: Natasha Thornton
Result: None opposed, motion carried to approve with clarification on program dates and participation in required trainings.

Peace and Conflict Resolution in Cuba
Motion to Approve with Revisions
Moved: Keith Tudor
Second: Jonathan Steppe
Result: None opposed, motion carried to approve with a strongly worded revision requirement to submit the missing documents.

Belgium Internships
Motion to Approve
Moved: Jonathan Steppe
Second: Wenhua Jin
Result: None opposed, motion carried to approve.
It was mentioned later in the meeting that internships proposals could be improved by the inclusion of a sample student experience.

**Benin Study Abroad Program**  
Motion to Approve  
Comments: The committee believes this program is very strong and diversifies the offerings.  
Moved: Keith Tudor  
Second: Kami Anderson  
Result: None opposed, motion carried to approve program.

**Nicaragua Nursing: A Population Based Program**  
Iyonka: Approved – Early Decision

**UAE: Creating Cultures of Achievement, Leadership, and Inclusion**  
Motion to Approve with Revisions  
Comments: Faculty incorrectly marked that they had disciplinary sanctions. Marietta Monaghan and Paul Parker were concerned that the actual cost of the program was lower than the advertised cost. It is recommended that they place the additional money into the emergency fund. GLS form was missing.  
Moved: Jonathan Steppe  
Second: Kami Anderson  
Result: None opposed, motion carried to approve program with revisions to the budget (add the additional $50 to the emergency funds and the insurance is higher than it should be) and consideration of the GLS form (they marked that service was included but did not upload the community service application).

**Nicaragua: Public Health and Community Empowerment**  
Motion to Approve  
Moved: Jonathan Steppe  
Second: Marietta Monaghan  
Result: None opposed, motion carried to approve program.

**Nursing Practicum in Oaxaca**  
Motion to Approve with Revisions  
Comments: Ken Hill noted that the GLS Community Service Application was missing.  
Moved: Jonathan Steppe  
Second: Kami Anderson  
Result: None opposed, motion carried to approve with revisions – proposal is missing GLS form.

**Paris Summer Social Work**  
Iyonka: Approved – Early Decision
Germany: Perspectives on Health and Exercise Science
Motion to Approve with Revisions
Comments: Airfare on the budget is listed as $1250, but the vendor quotes are between $1500 and $1600.
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, approved with revisions to the airfare discrepancies.

Student Teaching Abroad
Iyonka: Approved – Early Decision

Irish Drama at the Gaiety School
Motion to Approve
Moved: Diana McClintock
Second: Keith Tudor
Result: None opposed, motion carried to approve program.

Recovery, Leadership, and Resiliency
Motion to Approve
Comments: Nadine Jones noted that the program is getting funds from their department. Make sure the faculty fully research the funding and how it can be used.
Moved: Jonathan Steppe
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program.

Great Books in Tuscany
Motion to Approve with Revisions
Moved: Keith Tudor
Second: Jonathan Steppe
Result: None opposed, motion carried to approve with revisions – Health and Safety form does not include all of the cities and update letter of support to include the department’s commitment to contribute $5000 to the program.

Honors City as a Text
Motion to Approve with Revisions
Comments: Marietta was concerned about the itinerary. Kami clarified that the students do independent research on the trip.
Moved: Marietta Monaghan
Second: Keith Tudor
Result: None opposed, approved with revisions – provide supplementary documentation of department’s financial contribution.
Global India Biotechnology
Motion to Revise and Resubmit
Comments: The Health and Safety form does not include anything for Paris. The projected number of students is more than double last year’s actual participation. Iyonka revealed the Dean of CSM’s concerns about the program historically asking the college to fund the program’s shortfalls.
Moved: Jonathan Steppe
Second: Tien Yee
Result: None opposed, motion carried for program to revise and resubmit with a lower student projection and complete Health and Safety Form.

China Revealed through its Culture and Mathematics
Motion to Approve
Comments: The committee was impressed with the thoroughness of the proposal.
Moved: Keith Tudor
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program.

Marine Biology in Belize
Motion to Approve with Revisions
Comments: Faculty responded “no change” to several questions. Some committee members were concerned about only having one vendor quote.
Moved: Diana McClintock
Second: Keith Tudor
Result: None opposed, motion carried to approve with revisions: provide more information in proposal questionnaire and produce more than one vendor quote.

Coles Scholars – International Immersion Guatemala
Motion to Approve with Revisions
Comments: Kami Anderson mentioned that the budget was unclear. It does not include ground transportation to Antigua.
Moved: Jonathan Steppe
Second: Kami Anderson
Result: None opposed, motion carried to approve with revisions to the budget.

Italy Language and Business
Motion to Approve (with comments)
Comments: Iyonka is concerned about gaps in scheduling.
Moved: Jonathan Steppe
Second: Marietta Monaghan
Result: None opposed, motion carried to approve with clarification on scheduling.
Ireland 2018
Motion to Approve (with comments)
Moved: Diana McClintock
Second: Jonathan Steppe
Result: None opposed, motion carried to approve with clarification on whether or not excursion quotes are included in the Millennium Tours quote.

Ghana Study Abroad: Emerging Social and Political Issues
Motion to Approve with Revisions
Moved: Jonathan Steppe
Second: Kami Anderson
Result: None opposed, motion carried to approve with revisions: adjustment to recruitment projection on the budget. Patrick Bobbie retracted a statement concerning the itinerary.

Spanish Language and Culture in Spain
Motion to Approve (with comments)
Comments: The program offers up to 9 credit hours. Iyonka suggested that we make sure the faculty are aware that they have to teach all of the courses offered in order to receive the salary for those courses.
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve with consideration of the faculty’s awareness of their teaching obligations.

Conflict Management in European Crises: Human Rights, Migration, and Rule of Law
Motion to Approve with Revisions
Comments: Wenhua Jin noted that the proposal inconsistently mentions participating faculty experience. Iyonka stated that the faculty are also trying to recruit alumni and the budget needs to consider this decision.
Moved: Kami Anderson
Second: Jonathan Steppe
Result: None opposed, motion carried to approve with revisions – needs to include more information about alumni participation and more details on participating faculty.

Discover the Heart of Europe
Motion to Approve
Moved: Jonathan Steppe
Second: Kami Anderson
Result: None opposed, motion carried to approve program.

Psychology in Peru
Motion to Approve
Moved: Kami Anderson
Second: Jonathan Steppe
Result: None opposed, motion carried to approve program.

** Proposal is still missing documents, approval is pending receipt of missing documents**

Study Abroad in South Korea and Thailand
Motion to Approve with Revisions
Comments: Some of the committee members were concerned about sending students so close to North Korea.
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve with revisions – work with Risk Management to ensure that students will be safe in this region and update the dates on the budget. Emphasize the importance of Finance Training.

Chinese Language and Culture Study Abroad
Motion to Approve
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve program.

Independent, Faculty-Supervised, Study and Work Abroad in German Speaking Cultures
Motion to Approve
Comments: Nadine suggested that faculty submit a sample student experience since this program model can’t always include specific information.
Moved: Keith Tudor
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program.

Peru Maymester
Motion to Approve with Revisions
Comments: Jonathan Steppe noted that Q16-19 are incomplete for the second faculty member, the Health and Safety form is missing local police departments, and program needs to ensure safety mechanisms related to the altitude. Tara also noted a substantial difference in costs for the student and faculty experiences.
Moved: Marietta Monaghan
Second: Kami Anderson
Result: None opposed, motion carried to approve with revisions – complete the missing information, implement safety mechanisms for the altitude, and get clarification on the budget.

Manzini, Swaziland: A Population Health Experience
Motion to Approve
Comments: Jonathan Steppe has been on this program and spoke very highly of it.
Moved: Kami Anderson
Second: Tien Yee
Result: None opposed, motion carried to approve program.

France/Germany Communities in Crisis: 11th Annual International Disaster Seminar
Motion to Revise and Resubmit
Comments: Iyonka noted that the proposal was missing documents. Paul Parker is concerned about the different costs for faculty and students. Wenhua Jin noted that the number of participating faculty was inconsistent throughout the proposal. In-country contact information is missing.
Moved: Jonathan Steppe
Second: Keith Tudor
Result: None opposed, motion carried to revise and resubmit – clarify the different costs for students and faculty, clarify the number of participating faculty, include in-country contact information, and remove all information related to Thailand from the proposal.

Thailand Special Olympics
Motion to Approve
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve program.

Xalapa, Mexico Study Abroad
Motion to Revise and Resubmit
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to revise and resubmit with corrections to the student insurance on the budget. Participating Faculty Agreement Form not signed.

Global Nursing Practicum in Italy
Motion to Approve with Revisions
Moved: Kami Anderson
Second: Marietta Monaghan
Result: None opposed, motion carried to approve with revisions – budget needs to break down student costs instead of including them all in one administrative cost.

Business, Technology, and Food in India
Motion to Approve
Moved: Keith Tudor
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program.

**Approval is pending the submission of missing documents**
EMBA International Residency Peru
Motion to Approve with Revisions
Moved: Jonathan Steppe
Second: Keith Tudor
Result: None opposed, motion carried to approve with revisions – proposal needs confirmation on participating faculty.

MEBUS
Iyonka: Approved – Early Decision

Art in Cuba
Motion to Approve
Comments: Be aware that Cuba can change the price at the last minute.
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve program.

Music History in Germany
Motion to Approve (with comments)
Comments: Marietta Monaghan is concerned about the relevance of the service on the program.
Moved: Marietta Monaghan
Second: Keith Tudor
Result: None opposed, motion carried to approve with clarifications on the GLS.

Dance Education in Israel
Motion to Approve
Comments: The Health and Safety Form needs more specific information and the local partner support form is missing. The committee felt like this is a great program.
Moved: Diana McClintock
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program. Include Local Partner Support information and more customized Health and Safety information.

Montepulciano Summer Sessions
Motion to Approve
Moved: Keith Tudor
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program.

PEGS Italy
Motion to Approve
Moved: Keith Tudor
Second: Marietta Monaghan
Result: None opposed, motion carried to approve program.

**PEGS – Costa Rica**
Motion to Approve
Moved: Keith Tudor
Second: Jonathan Steppe
Result: None opposed, motion carried to approve program.

**Global Fellows**
Motion to Approve
Comments: *Faculty salary is put back into the program, which is the justification for the missing faculty airfare on the budget.*
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve program.

**Education and Children in Italy**
Motion to Approve
Moved: Keith Tudor
Second: Kami Anderson
Result: None opposed, motion carried to approve program.

**Chemistry and Culture of Winemaking**
Motion to Approve
Moved: Jonathan Steppe
Second: Keith Tudor
Result: None opposed, motion carried to approve program.

**Computing in Italy**
Motion to Approve
Moved: Patrick Bobbie
Second: Kami Anderson
Result: None opposed, motion carried to approve program – include mention of lecturer agreements in notification letter.

**VI. Remaining Discussions**
The remaining discussion topics were tabled for the next meeting due to time constraints.

**VII. Adjournment**
The meeting was adjourned at 12:58PM by Iyonka Strawn-Valcy.