

EDUCATION ABROAD COMMITTEE MEETING OF THE FACULTY SENATE MEETING MINUTES

Meeting Called by: Iyonka Strawn-Valcy (Chair)

Meeting Date: 8/26/2015

Facilitator: Iyonka Strawn- Valcy (Chair)

Transcriber: Lorena Moctezuma

Meeting Location: Town Point Building, Human Resource Conference Room (TP 2220)

Attendees: Sohyun An, Bagwell College of Education
Yuri Feito, WellStar College of Health and Human Services
Edward Eanes, College of the Arts
Ken Hill, Honors College
Hai Ho, College of Electrical and Computer Engineering Technology
Scott Reese, College of Science & Mathematics
Paul Parker, Enrollment Services Division (Ex-Officio)
Tara McDuffie, Division of Global Affairs (Ex-Officio)
Nadine Northcutt, Division of Global Affairs (Ex-Officio)
Iyonka Strawn-Valcy, Division of Global Affairs (Ex-Officio)
Teresa Raczek, College of Humanities & Social Sciences
Sabine Smith, College of Humanities & Social Sciences (Ex-Officio)
Ermal Shpuza, College of Architecture & Construction Management
Ashley Johnson, Division of Global Affairs (Ex-Officio)
Doug Moodie, Department of Management and Entrepreneurship
Yuri Feito, Department of Exercise Science and Sport Management
Shelby Nguyen, Department of First-Year and Transition Studies

Absentees: Michael Sanseviro, Division of Student Affairs (Ex-Officio)

Gil Eisner, Division of Global Affairs (Ex-Officio)

Meeting was called to order at 2:30 pm

Acknowledgements & Welcome of New Members

Overview of Agenda

Approval of Meeting Minutes:

- Motion: To approve Minutes from April 20th committee meeting
- Vote: Unanimous approval
- Resolved: The minutes of the April 20th committee meeting are approved with corrections.

Policy Discussion:

1. Increase the Education Abroad program minimum GPA from 2.0 to 2.5
 - a. Transfer and Freshmen students will receive a conditional acceptance until their GPA can be confirmed at the end of their first semester at KSU
 - b. Freshman students that participate in an education abroad program in their first semester at KSU may be accepted based their acceptance to the University.
 - i. Probation status of students must be checked
 - c. Appeals will be reviewed by a subcommittee

Vote: Approved with amendments

2. Education Abroad student program evaluation results to be sent to Program Directors, Participating Faculty and Chairs.

Vote: Unanimous approval

New Program Proposal Reviews:

1. **Motion: To approve The Year of Global Leadership Experience: Brazil**
 - Committee Review
 - a. Budget adjustments necessary
 - i. No contingency fee included in budget
 - b. Missing Information
 - i. Safety and Medical Handouts
 - ii. Faculty responsibilities
 - iii. Service learning

Vote: Revise and Resubmit

2. Motion: To approve Investigating Leadership and Teaching Practices in Hungary: A Comparative Study

- Committee Review:
 - a. Health and Safety Handout needs to provide more detailed information
 - b. Airfare specifications needed

Note: Airfare not included because faculty thinks most students would have Sky miles to use. Would not recommend this as it may not apply to all students.

Vote: Approved with Revision

3. Motion: To approve The Summer Study Abroad Program in Thailand

- Committee Review:
 - a. Budget revision
 - i. Support staff needs to be replaced with participating faculty

Vote: Approved with Revision

4. Motion: To approve Culture, Business, and Information Technology in India

- Committee Review:
 - a. Clarification and completion of courses offered
 - b. Clarification needed on number of number of credits offered. Proposal states student must take 6 credit hours with the option to take a 3 credit hour course for a total of 9 credit hours. However, only two courses (BUSA 3500 and IS 4490) are listed in the proposal.
 - c. Budget revisions
 - i. What is included in the administrative charges expense?
 - ii. Contingency funds need to be added
 - iii. Airfare quotes do not match the budget

Vote: Approved with Revisions

5. Motion : To approve the Practicum in Comparative Cultural Experience in Inclusive Sport Environments

- Committee Review:
 - a. Clarify program dates
 - b. Learning goals and objectives not clear
 - c. Budget revisions
 - i. Review external funding source guidelines to confirm what funds can be spent and for whom they can be spent on.

- ii. Airfare quotes missing
- iii. Meal quotes missing
- iv. Cost differential between faculty and student lodging

Vote: Approved with Revisions

6. Motion: To approve Global Collaborative Urban Design Workshops

- Committee Review:
 - a. All relevant documentation to review finances are missing
 - b. Most forms are missing or incomplete

Note: Due to the nature of the program, the location and program dates were unavailable at the time of application.

Vote: Revise and Resubmit

7. Motion: To approve Spanish Language and Culture in Spain

- Committee Review:
 - a. Learning outcomes not specified in proposal
 - b. Safety and Medical Handout needs to provide more detailed information
 - c. Budget revisions
 - i. Vendor quotes missing for ground transportation

Vote: Revise and Resubmit

8. Motion: To approve The President's Emerging Global Scholars (PEGS) Brazil

- Committee Review:
 - a. Health and Medical Handout need to provide more detailed information
 - b. Support letter for Linda Lyons not included
 - c. Budget revisions
 - i. Clarification on what budget faculty expenses are being paid from
 - ii. Contingency fund needs to be added
 - iii. Lodging quotes missing

Vote: Approve with Revisions

9. Motion: To approve The President's Emerging Global Scholars (PEGS) British Isles

- Committee Review:
 - a. Clarification needed
 - i. Who is the director of the program?
 - ii. Who is the participating faculty?
 - iii. Who is teaching the Spring course?
 - iv. Who is the 12 month faculty referring to? Ken Hill or Chris Young?
 - b. Faculty responsibilities are dated but not signed

Vote: Revise and Resubmit

10. Motion: To approve Culture and Chemistry in Puerto Rico

- Committee Review:
 - a. Budget Revision
 - i. Contingency funds need to be added

Vote: Approved with Revision

11. Motion: To approve Critical Multicultural and Global Education in Italy 2016

- Committee Review:
 - a. Department approval form not included
 - b. Budget Revisions
 - i. No vendor quotes
 - ii. How are faculty expenses being paid?

Vote: Revise and Resubmit

12. Motion: To approve The Education Foundation Courses in Italy

- Committee Review:
 - a. Health and Safety Handout needs to provide more detailed information
 - b. Community Service activity does not demonstrate reciprocity – How will KSU students benefit?
 - c. Budget Revisions
 - i. Discrepancies between airfare and quotes
 - ii. Unclear how many faculty members are participating (according to the budget)

Vote: Approved with Revisions

13. Motion: To approve Growth of a City: Morphology and Mappings

- Committee Reviews:
 - a. Concern as to whether this program will be only for architecture students. Opening program up to other disciplines may increase recruitment options.

Vote: Approved

14. Motion: To approve Doing Business in Brazil

- Committee Review:
 - a. Program dates need to be clarified
 - b. Concern that faculty may not be able to contribute all salary back into the agency account to reduce program cost due to financial policies.

Vote: Approved with Revision

15. Motion: To approve Japan and Korea: Traditional and Modern Cultures

- Committee Review:
 - a. College level approval form Asia Studies not included
 - b. Budget revisions
 - i. Budget does not match vendor quotes
 - ii. Vendor quotes do not match lodging and airfare

Vote: Approved with Revisions

16. Motion: To approve Dance Study Abroad in Israel

- Committee Review:
 - a. Health and Safety Handout does not address the current travel warning to Israel
 - b. Local Support Agreement form not included
 - c. Concern that the program only offers 3 credit hours. If students don't take an additional class for summer, they will not qualify for financial aid.

Vote: Revise and Resubmit

17. Motion: To Approve Mater of Science in Conflict Management (MSCM)

- Committee Review:
 - a. Itinerary needs to be more detailed

- b. Health and Safety Handout needs to include more detailed information in region-specific and contact areas
- c. Clarification needed
 - i. Who is teaching?
 - ii. Who's traveling?

Vote: Revise and Resubmit

18. Motion: To approve Intercultural Theatre and Performance in Germany

- o Committee Review:
 - a. Revise budget to reflect actual program cost with Halle Foundations funds

Vote: Approved (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

19. Motion: To approve Psychology Department Education Abroad in Peru

- o Committee Review:
 - a. Faculty responsibilities are missing for two faculty members and signatures are missing for all faculty
 - b. Community Service needs to be elaborated so that we can see exactly what activities are being performed.
 - c. What is the tuition fee for if all faculty are teaching a course?
 - d. Budget Revisions
 - i. Budget does not match vendor quotes. Quotes states \$3100 for student cost but only \$2500 is listed in the budget.
 - ii. Many of the student expenses were included in the 'lodging' cost but need to have their own line items
 - iii. No airfare quotes
 - iv. Program price seems to be too high for the location and the amount of time in country

Vote: Approved with Revisions (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

20. Motion: To approve Latin American Studies in Peru

- o Committee Review:
 - a. All relevant documentation to review finances are missing
 - b. Most forms are missing or incomplete

Vote: Revise and Resubmit (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

21. Motion: To approve Global Leadership Experience Cuba

- Committee Review:
 - a. Program description needs to be changed to reflect more realistic academic and learning experience goals based on the location
 - b. Health and Safety Handout needs to include more detailed information in region-specific and contact areas
 - c. Budget revisions
 - i. No vendor quotes
 - ii. Budget not clear and transportation costs need more detail
 - iii. No shared administrative expenses for faculty. How are faculty expenses being paid?
 - iv. No visas fees included

Vote: Revise and Resubmit (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

22. Motion: To approve Around the World in 80 Days (AW80)

- Committee Review:
 - a. The program seems expensive, consider reducing costs.
 - b. In the event that someone gets sick, will there be more than one person traveling with the students from country-to-country? What is the plan?
 - c. Courses: What happens if a student is not able to take all of the courses listed? Please note the plan

Vote: Approved with Revisions (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

23. Motion: To approve Leadership Studies in Montepulciano

- Committee Review:
 - a. Signatures missing on Local Support Agreement Form
 - b. Incomplete Faculty Responsibilities Form

Vote: Approved with Revisions (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

24. Motion: To approve Coles Italy 2016

- Committee Review:
 - a. Concerns about the 7-7 model and the concern that students will be limited in what they will be able to take in order to participate in the program.
 - b. Airfare is not included in the budget and recommendations need to be given to students about airfare options

Vote: Approved with Revisions (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

25. Motion: To approve Global Healthcare Practicum in Italy

- Committee Review:
 - a. Missing Curriculum or Chair letter referencing academic credit
 - b. No support letters from in-country partners and this is their first time abroad to this location – Do they need letters from partners if 2 of them are going?
 - c. More detailed partner info (contact info rather than just names).
 - d. Budget may need to be reworked as program is expensive when compared to other programs to the same location

Vote: Approved with Revisions (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

26. Motion: To approve Graduate Policy Studies in Romania

- Committee Review:
 - a. Unclear who is teaching
 - b. No airfare quotes
 - c. Faculty responsibilities missing for Maureen Wilson
 - d. Support letter missing for Jerry Herbal

Vote: Approved with Revisions (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

27. Motion: To approve Honors City as Text in Guatemala and Antigua

- Committee Review:
 - a. Health and Safety Handout needs to include more detailed information
 - i. Provide a communication/disclosure and risk management plan for students regarding the country's overall propensity for gang and political violence as well as potential plan B regarding violence and landslides
 - ii. Fix broken links in handout
 - b. Missing letters of support
 - c. Provide vendor quotes
 - d. Address previous success, knowledge and experience

Vote: Revise and Resubmit (via committee discussion and follow-up correspondence with committee feedback from members non-present during voting)

Meeting adjourned at 5:35 pm

EDUCATION ABROAD COMMITTEE MEETING OF THE FACULTY SENATE SUPPLEMENTAL MINUTES DOCUMENTATION

Follow up to the meeting that took place on 8/26/2015

Per the minutes, twenty-seven new education abroad programs were reviewed and received a status of 'Approved', 'Approved with Revisions' or 'Revise and Resubmit' by a quorum of the Education Abroad Advisory Committee (EEAC).

Of the twenty-seven submissions, a total of nine programs received the 'Revise and Resubmit' status. Seven 'Revise and Resubmit' resubmissions were reviewed, and approved by a quorum of the EEAC after the requested documentation was received. The outstanding programs, The Global Collaborative Urban Design Workshop Program and the Latin American Studies program in Peru have not submitted additional information for review at this time. Once submitted, the revised proposal will be viewed by the committee for final approval.

Twenty-five new programs have been officially approved by the EEAC.

All education abroad program renewals were submitted to the Education Abroad Office for review. Programs with incomplete or missing information were not advertised until the appropriate changes had been made.