EDUCATION ABROAD COMMITTEE MEETING OF THE FACULTY SENATE
MEETING MINUTES

Meeting Called by: Iyonka Strawn-Valcy (Chair)  Meeting Date: 8/30/2016
Facilitator: Iyonka Strawn-Valcy (Chair)  Transcriber: Tara McDuffie

Meeting Location: Town Point Building, Education Abroad Conference Room (TP 4130)

Attendees: Diana McClintock, College of the Arts; Ken Hill, Honors College (Skype call); Paul Parker, Enrollment Services Division (Ex-Officio); Nadine Jones, Division of Global Affairs (Ex-Officio) Skype call; Iyonka Strawn-Valcy, Division of Global Affairs (Ex-Officio); Teresa Raczek, College of Humanities & Social Sciences; Tara McDuffie, Division of Global Affairs (Ex-Officio); Doug Moodie, Department of Management and Entrepreneurship; Jun Ji, College of Science & Mathematics; Sabine Smith, College of Humanities & Social Sciences (Ex-Officio); Shelbee Nguyen-Voges, Department of First-Year and Transition Studies; Michael Sanseviro, Division of Student Affairs (Ex-Officio); Rai Sookram, Office of Budget & Planning (Ex-Officio)

Absentees: Natasha Thornton, Bagwell College of Education; Yuri Feito, WellStar College of Health and Human Services; Hai Ho, College of Electrical and Computer Engineering Technology; Ashley Johnson, Division of Global Affairs (Ex-Officio); Ermal Shpuza, College of Architecture & Construction Management

Meeting was called to order at 2:07 pm

Acknowledgements and Welcome of New Members

Overview of Agenda

Approval of Meeting Minutes:

- Motion: To approve amendments and minutes from 4/28/2016
- Vote: Unanimous Approval
- Resolved: The minutes of the 4/28/2016 committee meeting are approved.

Committee Charter Review

New Program Proposals Reviews:

1. Motion: To Approve The Cuba Art Program
   - Committee Review
     i. Budget Adjustments/Clarifications
        1. Vendor quotes are missing
        2. Appears to error for faculty airfare (too low) which would increase advertised price slightly
        3. Clarification on cost of lodging and travel; $3000 seems to be significantly high
ii. Missing Information

1. College Level Agreement Form not signed
2. Participating Faculty Agreement not signed (Robson)

Vote: Approve with Revisions

2. Motion: To Approve The Costa Rica Internship 2017
   - Committee Review
     i. Budget Adjustments/Clarifications
        1. Faculty/Student airfare costs are different; $700/$800.
     ii. Missing Information
        1. Participating Faculty Agreement not signed (Ramirez)
        2. Department Chair letter from Dr. Lieberman needs to be submitted for LALS courses.
     iii. Comments
        1. MOU only in Spanish; English translation requested
        2. Homestay costs for students seems high
        3. Will foreign language courses be offered? Which courses? Who’s eligible to take the FL courses?

Vote: Recommendation to Revise and Resubmit

3. Motion: Experiencing Nursing in Spain
   - Committee Review
     i. Missing Information
        1. Ground transportation quotes missing

Vote: Recommendation to Approved with Revisions

4. Motion: Oaxaca, Mexico 2017 Nurse Practitioner Program
   - Committee Review
     i. No Revisions requested

Vote: Approved

5. Motion: To Approve Spanish Culture and Research Study Abroad Program
   - Committee Review
     i. Comments
        1. Productive use of MOU and existing relationship

Vote: Approved

6. Motion: To Approve Xalapa, Mexico 2017 Nurse Practitioner Program
   - Committee Review
Education Abroad Advisory Committee Meeting Minutes

i. Comments
   1. Confirm that students are paying airfare
   2. Recommendation: Change program description from “Cultural and linguistic immersion will encourage an ‘in depth’ exploration to ‘taste of’ (exposure), due to length of program.

Vote: Approved

7. Motion: To Approve Global Leadership Exchange Russia
   o Committee Review
     i. Missing Information
       1. Academic Approval Form
     ii. Comments
       1. Request for breakdown of $1850 lodging costs
       2. Who will be directing the program?
       3. Explain the faculty ratio per student. 3 faculty/8 students
       4. How are the faculty expenses being paid? What are the funding sources?

Vote: Recommendation to Approve with Clarifications

8. Motion: EU Immigration and Security Policy
   o Committee Review
     i. Budget Adjustments/Clarifications
       1. Consider including an amount for the "Other" line item under "Shared Administrative Costs" section to cover fees for banking, phone, internet, etc.
       2. Advertised price seems somewhat steep considering it does not include airfare and the program is only 15 days.
       3. Suggestion to reduce per diem which is driving the cost of the program up.
     ii. Missing Information
       1. Letter of Support for Maureen Wilson
       2. There are no quotes for airfare faculty/staff
     iii. Comments/Clarification
       1. Does this program include community service?

Vote: Revise and Resubmit

9. Motion: To Approve Ecological Urbanism and Installation Art Paris, France
   o Committee Review
     i. Budget Adjustments/Clarification
       1. Faculty lodging cost of $3,360 seems a little high
       2. Student accommodations are integrated into the city and local communities however, the students are not all housed in the same
building/location; it appears the faculty will not be staying with the students but for liability reasons should consider finding lodging for the entire group including himself in one place - this could also help reduce the program fee

3. Is airfare and ground transportation included?

ii. Missing Information
   1. Local Partner Support Agreement missing (required for programs with only one faculty member).

iii. Comments/Clarification
   1. Is community service built-in to the program?
   2. Faculty may want to consider requiring students to take both courses since there will be cross-discussion and site visit overlap.

Vote: Approved with Clarification

10. Motion: To Approve Israel MSIS
    o Committee Review
      i. Budget Adjustments/Clarification
         1. Faculty single room supplement cost seems high.
         2. Provide breakdown of costs for $2850 fee.
         3. Is the airfare separate form program cost? (Provide quotes)
         4. Three vendor quotes needed for airfare and lodging. If not, please explain why vendor was used.

      ii. Missing Information
         1. Letter of support (Negash)
         2. Signed Participating Faculty and Staff Agreement Form (Negash)

      iii. Comments/Clarification
         1. Will program be able to make with less than 20 students?
         2. Faculty salary can only be used to pay for faculty expenses.

Vote: Approved with Revisions

11. Motion: To Approve Antigua Culture and Chemistry
    o Committee Review
      i. Budget Adjustments/Clarifications
         1. Three vendor quotes needed for airfare and lodging.
         2. Documentation from Marina Koether authorizing the use of the remaining funds in the Puerto Rico Education Abroad agency account.

      ii. Missing Information
         1. Local Partner Support Agreement missing (required for programs with only one faculty member).
         2. Pending official support letter

Vote: Approved with Revisions
12. Motion: Computing in Montepulciano  
   o Committee Review  
      i. Budget Adjustments/Clarification  
         1. Convert from euros to dollars  
         2. Budget needs to be updated using additional quotes/estimates  
         3. Are the faculty going to receive per diem?  
         4. Budget does not include admissions fees.  
         5. How is the lodging amount determined?  
         6. Only 1 of 3 vendor quotes required for airfare was submitted.  
      ii. Comments/Clarification  
         1. How does trip ‘tie-in’ to coursework?  
         2. Have computer companies in Montepulciano already been contacted?  
         3. Is course being co-taught?  

   Vote: Recommendation to Revise and Resubmit  

13. Motion: To Approve Shakespeare and Italy – Performance in Montepulciano  
   o Committee Review  
      i. Budget Adjustments/Clarifications  
         1. How are the other faculty being funded?  

   Vote: Recommendation to Approve  

14. Motion: To Approve Hospitality and Culinary – A European Tour  
   o Committee Review  
      i. Budget Adjustments/Clarifications  
         1. Three additional vendor quotes (aside form CEPA) needed for airfare and lodging.  
         2. Please provide a breakdown/description of CEPA's fees.  
      ii. Missing Information  
         1. State Department websites from Health and Safety Handout  
      iii. Comments/Clarification  
         1. Per the above vendor quotes comment, a suggestion from the committee for programs going to Germany is to explore an agency that KSU faculty have used in the past with low rates and great service: http://www.schuelerfahrten.de/  
         2. Clarity on faculty status (Full-time or Part-time)  

*Note – this was clarified via a phone call with Christian Hardigree and Iyonka Strawn-Valcy on 8/31. The faculty is a full-time lecturer.
Vote: Approve with Revisions

15. Motion: To Approve Music History in Germany
   o Committee Review
     i. Budget Adjustments/Clarifications
        1. Budget appears to be less than the quotes provided. Please explain.
        2. Transportation is confusing/inaccurate. What does faculty expenses covered by EAO mean?
     ii. Comments/Clarification
        1. State Department websites from Health and Safety Handout
        2. Additional detail for country specific advice should be added.
        3. Each student must be enrolled in 3 credit Music History II course. Is this course to be taken on the education abroad program or on campus? Are the students that are traveling abroad required to take a certain amount of courses abroad? Clarification is needed on this aspect of the program design.
        4. Per the above vendor quotes comment, a suggestion from the committee for programs going to Germany is to explore an agency that KSU faculty have used in the past with low rates and great service: http://www.schuelerfahrten.de/

Beate Grunert SFD Schülerfahrten GmbH
Richard-Wagner-Straße 17
66111 Saarbrücken
Telefon: 0681 36080
Fax: 0681 33008
E-Mail: beate.grunert@schuelerfahrten.de
Please mention Dr. Sabine Smith as a referral source.

Vote: Revise and Resubmit

16. Motion: To Approve YSEALI Summit - Singapore
   o Committee Review
     1. Program was not reviewed. This program will be grant funded and due to information that is unavailable at this time, the faculty has withdrawn the proposal.

Vote: Program will be reviewed when proposal is resubmitted.

Faculty Salaries

- Recommendation to create a taskforce to develop a salary model for faculty that are listed as the instructor of record for courses that are being taught on KSU education abroad programs but the course instruction is being provided by another individual(s) when in-country. This also applies to internships.

Non-KSU Programs

- Recommendation to create a taskforce to review students that are participating in non-KSU education abroad programs (mainly third party programs) to determine
accreditation which will eliminate potential problems (credit approvals, transcripts, financial aid) for students once they return to KSU.

Meeting adjourned at 4:38 pm
EDUCATION ABROAD COMMITTEE MEETING OF THE FACULTY SENATE MEETING MINUTES DOCUMENTATION

Follow up to the meeting that took place on 8/30/2016.

Per the minutes, the education abroad programs listed below were reviewed but due to there no longer being a quorum as a result of member departing early from the meeting, an approved status could not be determined.

1. **Costa Rica Internship**: Recommendation ‘Revise and Resubmit’
2. **Experiencing Nursing in Spain**: Recommendation ‘Approve with Revisions’
3. **Global Leadership Exchange Russia**: Recommendation ‘Approve with Clarifications’
4. **Israel MSIS**: Recommendation ‘Revise and Resubmit’
5. **Shakespeare and Italy**: Performance in Montepulciano: Recommendation ‘Approve’

Quorum was obtained electronically on 9/2/2016 and the above program statuses were approved. The Quorum represents 4 votes.

The programs listed below that received a status of ‘Revise and Resubmit’ received final approval after all revisions and required documentation was submitted.

1. **Computing in Montepulciano**
2. **EU Immigrations and Security Policy**
3. **Costa Rica Internships**
4. **Germany Music**

Quorum was obtained electronically from 9/22 – 10/20/2016. The Quorum represents 4 votes.

*Note: Date range is due to varying submissions of program revisions.*

Two new education abroad submissions were received after the August 1 proposal deadline and were reviewed by the committee.

1. **Japan Kakehashi Project 2017**
2. **Al Amal Camp Program Proposal: UAE**

Quorum was obtained electronically from 10/5 – 10/22/2016 for Japan program and 12/5 – 12/7/2016 for the Al Amal program. The EEAC Quorum represents 5 votes due to addition of new members.

*Note: Education abroad programs submitted after the deadline are considered late and are not reviewed by the committee. Exceptions are made for programs that have external funding included.*