Meeting called by: Iyonka Strawn-Valcy

Type of meeting: 4th Quarterly Meeting of the EA Faculty Standing Committee for AY 18-19

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

Attendees: Belinda Edwards, Wenhua Jin (ex-officio), Keith Tudor, Glen Meades, Paul Parker (ex-officio), Amanda George, Edward Eanes, Rai Sookram, Patrick Bobbie, Johnathan Steppe, Ernesto Silva, Marietta Monaghan, Nadine Jones (ex-officio), Tara McDuffie (ex-officio)

Absentees: Nyasha Gurumatunhu-Cooper, Michael Sanseviro (ex-officio), Nuru Akinyemi (ex-officio)

Meeting called to order by Iyonka Strawn-Valcy at 9:03 AM

I. Welcome

II. Review and Approval of 2/14/19 meeting minutes
   a. Motion to Approve
      i. First: Keith Tudor
      ii. Second: Edward Eanes
      iii. None opposed

III. Review 2020 Program Proposals
   a. Education, Culture, and Schooling in Italy
      i. Committee Feedback: Students must be supervised for student teaching field experience. Should add explanation. Line item “liaison for school” should be explained.
      ii. EAO Feedback: Need to use updated budget template, wrong form used for faculty director agreement, missing one vendor quote for lodging.
      iii. Motion to Approve with Revisions
         i. First: Edward Eanes
         ii. Second: Johnathan Steppe
         iii. None opposed

b. English Language Education in Morocco: INED 4490
   i. Committee Feedback: Budget seems incomplete. Administrative costs seem low without explanations.
   ii. EAO Feedback: Missing Local Partner Support form and two lodging quotes.
   iii. Motion to Revise and Resubmit for Fall
      i. First: Edward Eanes
      ii. Second: Belinda Edwards
      iii. None opposed

c. Honduras Education Study Abroad Program
   i. Committee Feedback: Shared administrative costs are very high. Approved by Bagwell College Dean but requested revisions.
   ii. EAO Feedback: Missing vendor quotes for lodging and airfare, clarification on per diem amount.
   iii. Motion to Revise and Resubmit for 2021
      i. First: Belinda Edwards
ii. Keith Tudor
iii. None opposed
d. **International Student Teaching in Costa Rica**
i. Committee Feedback: Make sure budget clarification is provided for president’s office. MOUs needed.
ii. EAO Feedback: Clarification on program fee price. Request current MOUs and local support agreement for host schools.
iii. Motion to Approve
   i. First: Edward Eanes
   ii. Second: Patrick Bobbie
   iii. None opposed
e. **Language, Culture, Diversity and Schooling in South Korea**
i. Committee Feedback: Contact info is missing. No mention of cost of cultural events in budget, shared admin cost is low.
ii. EAO Feedback: Physical assessment form was difficult to read, should revise. Missing vendor quotes - needs one additional airfare vendor quote, two additional lodging. Missing per diem, meals, and emergency funds. If using a different funding source needs proof of account.
iii. Motion to Approve with Revisions
   i. First: Belinda Edwards
   ii. Second: Marietta Monaghan
   iii. None opposed
f. **The Caribbean Experience: Trinidad and Tobago**
i. Committee Feedback: Lack of support from College.
ii. Motion to Table for Discussion
   i. First: Keith Tudor
   ii. Second: Paul Parker
   iii. None opposed
g. **Architecture and Urbanism, Amsterdam, Antwerp, and Brussels**
i. Committee feedback: Missing signature for Director’s Responsibilities Agreement, meals seem to be a costly requirement for students. Itinerary needs more detail.
ii. EAO Feedback: Budget is missing faculty members. Director’s Responsibility Agreement signature missing.
iii. Motion to Approve with Revisions
   a. First: Johnathan Steppe
   b. Second: Keith Tudor
   c. None opposed
h. **Communities in Crisis – International Disaster Intervention Seminar**
i. Committee Feedback: Concern of earned credit vs. contact hours (three credit hours for six day seminar). Promotions are not clear to recruit. Three faculty for one week seems excessive. Gaps in itinerary dates – please confirm. Recruitment number should be revised – should be more realistic.
ii. EAO Feedback: need additional vendor quotes. Gaps in itinerary. Twenty-four students projected number is high - please revise for more realistic recruitment number.
iii. Motion to Approve with Revisions
   a. First: Patrick Bobbie
   b. Second: Johnathan Steppe
c. None opposed

i. **East Africa: Uganda, and Tanzania – Culture, Language, and Biodiversity**
   
   i. Committee Feedback: No revisions.
   
   ii. EAO Feedback: Discrepancy in airfare versus total budget.
   
   iii. Motion to Table for Discussion – pending clarification on faculty eligibility
       
       i. First: Patrick Bobbie
       
       ii. Second: Johnathan Steppe
       
   iii. None opposed

j. **NURS 4490 Global Healthcare Practicum in Italy**

   i. Committee Feedback: Update budget template.
   
   ii. EAO Feedback: Needs updated budget template.
   
   iii. Motion to Approve with Revisions
       
       i. First: Edward Eanes
       
       ii. Second: Johnathan Steppe
       
   iii. None opposed

k. **Nursing in the Dominican Republic FALL – A Population Based Program**

   i. Committee Feedback: No revisions.
   
   ii. EAO Feedback: Needs updated insurance rate in budget.
   
   iii. Motion to Approve
       
       i. First: Keith
       
       ii. Second: Edward Eanes
       
   iii. None opposed

l. **Nursing in the Dominican Republic SPRING – A Population Based Program**

   i. Committee Feedback: No revisions.
   
   ii. EAO Feedback: Needs updated insurance rate in budget.
   
   iii. Motion to Approve
       
       i. First: Amanda George
       
       ii. Second: Edward Eanes
       
   iii. None opposed

m. **Nursing Practicum in Ghana**

   i. Committee Feedback: Has not been reviewed by Curriculum Committee yet. Missing faculty lodging in budget or should have an explanation for per diem.
   
   ii. EAO Feedback: No revisions.
   
   iii. Motion to Approve with Revisions
       
       i. First: Johnathan Steppe
       
       ii. Second: Patrick Bobbie
       
   iii. None opposed

n. **Paris School of Social Welfare**

   i. Committee Feedback: Missing lodging in budget. Admissions fee is high. Quotes should be verified with compliance (do they need to be different vendors?). Verify per diem is correct.
   
   ii. EAO Feedback: Dates need to be updated on responsibilities agreement. Some dates missing on itinerary. Clarification needed on course number. Three quotes from one vendor, need quotes from different vendors.
   
   iii. Motion to Approve with Revisions
       
       i. First: Edward Eanes
       
       ii. Second: Belinda Edwards
       
   iii. None opposed

0. **PHE 4490 Nicaragua: Public Health and Community Empowerment**
i. Committee Feedback: Student meals needs clarification. There is no per diem. Explain all-inclusive price. Program title should state Dominican Republic.

ii. EAO Feedback: Program title and location do not match.

iii. Motion to Approve with Revisions  
   i. First: Paul Parker  
   ii. Second: Belinda Edwards  
   iii. None opposed

p. Irish Drama at the Gaiety School of Acting, The National Theatre School of Ireland  
   i. Committee Feedback: Needs local partner support agreement. Update budget template. Vendor quotes are missing. Clarification of faculty’s role in program as School of Acting is teaching course. His facilitation between school and KSU justifies his role in the program. Cost for airfare and lodging is not included. If students buy their own flight and lodging there should be clarification on that.

   ii. Motion to Approve with Revision  
      i. First: Johnathan Steppe  
      ii. Second: Edward Eanes  
      iii. None opposed

q. Recent Cuban History and Development of Latin Jazz  
   i. Committee Feedback: Proposal did not feel thorough and points of clarification would be necessary. Group meals and faculty per diem – if faculty is eating with group, they should not have a per diem. This is against university policy. There could be challenges in going to Cuba because of recent announcements from administration (US).

   ii. EAO Feedback: Missing local partner support agreement, Faculty director agreement, confusion about Renee Herrera’s role – was mentioned as a KSU faculty member and a local contact. Group ground transportation and local transportation sounds like it is the same and is budgeted high.

   iii. Motion to Revise and Resubmit for Fall  
      i. First: Paul Parker  
      ii. Second: Belinda Edwards  
      iii. None opposed

r. Dance Education Abroad in Israel  
   i. Committee’s points to review: Was submitted late because local support agreement was delayed in being signed by Israel. This trip will host courses that is required for some students to graduate. This program has been successful in the past and is popular among students.

   ii. Motion to Review Program  
      i. First: Edward Eanes  
      ii. Second: Amanda George  
      iii. None opposed

   iii. EAO Feedback: Shared administrative expenses seemed to be high. Signature was missing on local support agreement. All other proposal requirements were met.

   iv. Motion to Approve with Revisions  
      i. First: Patrick Bobby  
      ii. Second: Belinda Edwards  
      iii. None opposed

s. Addiction, Recovery, and Resiliency Study Abroad 2020  
   i. Received feedback from CHSS International Committee and Dean’s Office that they are not in support of this program.

   ii. Motion to Decline Review
i. First: Keith Tudor
ii. Second: Marietta Monaghan
iii. None opposed

t. Africa (Benin) and Europe (France) Study Abroad
   i. EAO Feedback: Missing vendor quotes, local partner support agreement is out of date, and a couple things seem to be out-of-date in the budget. There does not seem to be lodging costs for France, only Benin. Per diem looks to be low for France.
   ii. Motion to Approve with Revisions
      i. First: Patrick Bobby
      ii. Second: Belinda Edwards
      iii. None opposed

u. Chinese Studies and Asian Studies Summer Study in China
   i. Committee Feedback: Nine credit hours seems to be too many when usually no more than six credits is offered. If the student cannot get into course at host school, how will courses and credit be handled?
   ii. EAO Feedback: Proposal is missing current vendor forms and physical assessment form. Would like clarification on advertised program price versus budget price – there seems to be discrepancy, the numbers did not match. Needs to be confirmed that Dr. Meng plans to use department reserves to subsidize the difference, which would explain budget discrepancy. Budget template needs to be updated. “Other” category should be clarified – mentions “gifts”. What gifts are the students getting and for who? There is a trip to a location that is only for faculty – not students. Is this related to the program? How many guest lecturers will they have and what is the cost?
   iii. Motion to Approve with Revisions
      i. First: Wenhua Jin
      ii. Second: Ernesto Silva
      iii. None opposed

v. Communication and Governance in East Asia
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Budget only listed two faculty, but there are three listed to participate – how will third faculty member be funded? New budget template. Are faculty getting meals? Per diem is listed for two people, adding a third could change program budget.
   iii. Motion to Approve with Revisions
      i. First: Edward Eanes
      ii. Second: Marietta Monaghan
      iii. None opposed

w. Creative Writing in Oaxaca, Mexico
   i. Committee Feedback: Missing course credit and title.
   ii. EAO Feedback: Student airfare and Faculty airfare is budgeted at $700 – this may be an error – revise budget
   iii. Motion to Approve with Revisions
      i. First: Glen Meades
      ii. Second: Edward Eanes
      iii. None opposed

x. Discover the Heart of Europe
   i. Committee Feedback: Is their minimum 10 students or are they projecting for 10 students max? Seems low. This program has struggled to recruit before.
   ii. EAO Feedback: This program has a contractual agreement, which makes it difficult to go if minimum student group is not met.
iii. Motion to Approve with Revisions
   i. First: Paul Parker
   ii. Second: Belinda Edwards
   iii. None opposed

y. Ecuador: Diversity and Community Engagement on the Andean Coast
   i. Committee Feedback: Student to faculty (10:2) ratio should be clarified. No meals or lodging for students how is that being covered? How is airfare, meals, and lodging being covered for faculty?
   ii. EAO Feedback: Vendor quotes do not match the budget.
   iii. Motion to Approve with Revisions
      i. First: Keith Tudor
      ii. Second: Glen Meades
      iii. None opposed

z. Experiential Learning and Immersion in China
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Was a complete proposal. Just need to check with compliance whether quotes for lodging are necessary because students are staying on campus or homestays and is free of cost. If something is free of cost, do we still need quotes?
   iii. Motion to Approve
      i. First: Keith Tudor
      ii. Second: Belinda Edwards
      iii. None opposed

aa. Gateway to Africa (Ghana) 2020
   i. Committee Feedback: Clarification needed on local coordinator fee, missing vendor quotes, is lodging enough to cover both faculty?
   ii. EAO Feedback: Needs updated Director’s Responsibilities form. Missing Vendor Quotes
   iii. Motion to Approve with Revisions
      i. First: Paul Parker
      ii. Second: Belinda Edwards
      iii. None opposed

bb. Greek Osteology Field School
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: No revisions.
   iii. Motion to Approve:
      i. First: Marietta Monaghan
      ii. Second: Paul Parker
      iii. None opposed

Amanda George steps out at 11:02am. Gives proxy to Tara McDuffie

cc. PEGS Costa Rica Spring 2020
   i. Committee Feedback: Missing signatures for Director’s Agreement.
   ii. EAO Feedback. Same missing signatures.
   iii. Motion to Approve with Revisions
      i. First: Glen Meades
      ii. Second: Amanda George
      iii. None opposed

dd. PEGS Italy Spring 2020
   i. Committee and EAO Feedback: Missing signatures for Director’s Agreement.
   ii. Motion to Approve with Revisions
      i. First: Glen Meades
ee. Immigration Policy and Communication in Costa Rica
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Three faculty listed for twelve students. If this is because of courses taught then it is not a problem. No revision to budget.
   iii. Motion to Approve:
       i. First: Glen Meades
       ii. Second: Belinda Edwards

ff. International Criminal Justice & Global Peace
   i. Committee Feedback: Missing - Course Credit form, post trip debriefing, Participating Faculty form with supervisor signature. Update Director Responsibilities form and is missing supervisor signature as well.
   ii. EAO Feedback: Missing quotes for lodging, Update responsibilities form, and signature is missing in Participating Faculty form.
   iii. Motion to Approve with Revisions
       i. First: Johnathan Steppe
       ii. Second: Glen Meades
       iii. None opposed

gg. M.S. Conflict Management N. Ireland/Ireland
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Missing - two airfare quotes, and Health and Safety form. Participating faculty and staff not listed in budget. Clarification on budget regarding funding source, lodging, transportation.
   iii. Motion to Approve with Revisions
       i. First: Marietta Monaghan
       ii. Second: Belinda Edwards
       iii. None opposed

hh. Moscow in May
   i. Committee Feedback: No revisions
   ii. EAO Feedback: No revisions.
   iii. Motion to Approve
       i. First: Keith Tudor
       ii. Second: Glen Meades
       iii. None opposed

ii. MSIPM Global Experience 2019: Geneva
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Outdated forms need to be updated, missing quotes, and missing US Embassy information on Health and Safety form, faculty lodging was three times the amount of student housing – clarification needed.
   iii. Motion to Approve with Revisions
       i. First: Glen Meades
       ii. Second: Marietta Monaghan
       iii. None opposed

jj. Spanish Language and Culture Spain
   i. Committee Feedback: Clarification on salary funding. Missing per diem in budget. Post trip debriefing missing from itinerary.
   ii. EAO Feedback: No revisions
   iii. Motion to Approve with Revisions
       i. First: Keith Tudor
ii. Second: Glen Meades
iii. None Opposed

kk. Coles College Scholars Program – International Immersion Dominican Republic
   i. Committee Feedback: No revisions
   ii. EAO: Feedback: No revisions
   iii. Motion to Approve
      i. First: Johnathan Steppe
      ii. Second: Glen Meades
      iii. None opposed

II. Digital Media and Marketing Study Abroad, Hamburg, Germany
   i. Committee Feedback: Health and Safety form missing police contact information.
   ii. EAO Feedback: Missing vendor quotes (2 airfare)
   iii. Motion to Approve with Revisions
      i. First: Marietta Monaghan
      ii. Second: Glen Meades
      iii. None opposed

Keith Tudor steps out temporarily. Gives proxy to Nadine Jones 11:20AM.

mm. Germany and Italy 2020
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Must make sure budget template is compliant with Finance. Clarification on program fee. Clarify if community service is built-in.
   iii. Motion to Approve with Revisions
      i. First: Johnathan Steppe
      ii. Second: Belinda Edwards
      iii. None opposed

Keith steps back in to meeting 11:22AM.

   i. Committee Feedback: No revisions
   ii. EAO Feedback: Update budget template
   iii. Motion to Approve with Revisions
      i. First: Marietta Monaghan
      ii. Second: Keith Tudor
      iii. None opposed

oo. CHEM 3200 Chemistry and Culture – Technology and Service in Costa Rica
   i. Committee Feedback: Faculty student fees should be listed separately, no per diem or food budget were listed. Clarification to justify three credit hours earned for length of program.
   ii. EAO Feedback: No revisions
   iii. Motion to Approve with Revisions
      i. First: Glen Meades
      ii. Second: Keith Tudor
      iii. None opposed

pp. Earth Science and Culture in Japan
   i. Committee Feedback: Clarification on choice of higher airfare quoted in budget and what chaperone travel costs means.
   ii. EAO Feedback: Should revisit course offering (number of credit hours).
   iii. Motion to Approve with Revisions
      i. First: Belinda Edwards
      ii. Second: Marietta Monaghan
iii. None opposed

qq. India Biotechnology (BIO 4110)
   i. Committee Feedback: Are student lodging amounts correct for Paris? Justification for four credit hours earned for fifty contact hours. Possibility of infectious disease should be listed in Health and Safety form.
   ii. EAO Feedback: Missing vendor quotes, only one was provided.
   iii. Motion to Approve with Revisions
      i. First: Marietta Monaghan
      ii. Second: Glen Meades
      iii. None opposed

rr. KSU Argentina and Chile Maymester
   i. Committee Feedback: No revisions
   ii. EAO Feedback: Clarification on faculty lodging budget versus student lodging which is double the amount.
   iii. Motion to Approve with communication to clarify the above
      i. First: Marietta Monaghan
      ii. Second: Nadine Jones as proxy
      iii. None opposed

ss. Marine Biology in Belize
   i. Committee Feedback: Three faculty to twelve students seems excessive for one week. Clarify funding.
   ii. EAO Feedback: Missing vendor quotes
   iii. Motion to Approve with Revisions
      i. First: Belinda Edwards
      ii. Second: Marietta Monaghan
      iii. None opposed

tt. Interdisciplinary Seminar Cuba
   i. Committee Feedback: Missing Community Service form
   ii. EAO Feedback: Missing airfare quote. Recommend to include faculty expenses on budget form even though it is covered by department budget to document.
   iii. Motion to Approve with Revisions
      i. First: Johnathan Steppe
      ii. Second: Belinda Edwards
      iii. None opposed

Belinda Edwards steps out and gives proxy to Nadine Jones at 11:42AM.

uu. Montepulciano, Italy Summer Session I and II
   i. Committee Feedback: Missing Faculty and Staff Participating form. Health and Safety form is incomplete. Director’s Agreement has an error in program dates.
   ii. EAO Feedback: Physical Assessment form needs director updated. Missing vendor quotes, or explanation why only one was provided. Should note that budget is the same for both Session I and Session II
   iii. Motion to Approve with Revisions
      i. First: Glen Meades
      ii. Second: Keith Tudor
      iii. None opposed

vv. Online in Tuscany
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Update budget template. Clarification on faculty expenses should be listed. Should have itinerary for each session. Additional vendor quotes needed.
iii. Motion to Approve with Revisions
   i. First: Keith Tudor
   ii. Second: Nadine Jones
   iii. None opposed

ww. Engineering in Montepulciano
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Missing dates in itinerary. Missing lodging quotes for Rome trip. Clarification on if community service component is built-in.
   iii. Motion to Approve with Revisions
       i. First: Marietta Monaghan
       ii. Second: Johnathan Steppe

xx. Engineering Sustainability and 3D Design in Germany and France
   i. Committee Feedback: Justification for number of faculty (4) for projected fifteen students.
   ii. EAO Feedback: Missing airfare course, France is missing from Health and Safety form, update budget template.
   iii. Motion to Approve with Revisions
       i. First: Keith Tudor
       ii. Second: Marietta Monaghan
       iii. None opposed

yy. Study Abroad South Korea – Hanyang International Summer School
   i. Committee Feedback: Missing course credit hours earned.
   ii. EAO Feedback: Name missing physical assessment form. Explanation regarding vendor quotes.
   iii. Motion to Approve with Revisions
       i. First: Nadine Jones
       ii. Second: Johnathan Steppe
       iii. None opposed

zz. The Summer Study Abroad in Thailand
   i. Committee Feedback: No revisions.
   ii. EAO Feedback: Missing vendor quotes for airfare and lodging. Clarification on number of guest lecturers.
   iii. Motion to Approve with Revisions
       i. First: Nadine Jones
       ii. Second: Marietta Monaghan
       iii. None opposed

aaa. Venture to Vietnam and Cambodia
   i. Committee Feedback: Per diem is over the allowed limit. Clarify budget regarding $700 for admission costs for students, but there is nothing for faculty. Clarify why there are three faculty listed but only two budgeted for lodging.
   ii. EAO Feedback: No revisions.
   iii. Motion to Approve with Revisions
       i. First: Nadine Jones
       ii. Second: Keith Tudor
       iii. None opposed

bbb. Work Study in German Speaking Countries
   i. Committee Feedback: Course pre-requisites vary. Health and Safety form was submitted but provides no contacts.
ii. EAO Feedback: Updated budget template. Clarification on vendor quotes and if community service is embedded into program or not.

iii. Motion to Approve with Revisions
   i. First: Glen Meades
   ii. Second: Keith Tudor
   iii. None opposed

IV. Feedback on proposal review process – Is there a way to make proposal reviews more efficient?
   Concern of fatigue and fair review of programs of proposals brought up at the start of meeting versus the end of meeting.
   a. In the past, proposal reviews took two days – two, four hour meetings, so one 3 hours meeting is significant.
   b. Electronic pre-work could have more presence.
   c. All additional suggestions are welcome.

Meeting adjourned at 12:07PM.