

**University System of Georgia
Study Abroad Committee Spring Meeting
Friday, April 14, 2006**

**Macon State College
1:00 p.m.**

Minutes

Attending: Jim Anderson (Armstrong Atlantic State University), Titi Olaolunjaye (Albany State University), Neal McCrillis (Columbus State University), Shirley Oakley (Coastal Georgia Community College), Chaudron Gille (Gainesville State College), Liz Havey (Georgia College & State University), Andrew Dawson (Georgia Highlands), Debra Denzer (Georgia Perimeter College), Jane Knight (Middle Georgia College), Dlynn Armstrong-Williams (North Georgia College & State University), Betsy Arrington-Tsao (University of Georgia), David Starling (Valdosta State University), Aya Ogawa (Darton College), Tanya Grubbs (Georgia Southern University), Sue Watson (USG OIE), Ana Rosa Garcia Covaria (Georgia Tech), Chris Ward (Clayton State University)

Chair Jim Anderson called the meeting to order at 1:00 p.m. The minutes from the meeting of February 1 were approved. Those in attendance introduced themselves.

Anderson and Sue Watson provided a brief update on the effort of the USG Fiscal Affairs Office to develop system-wide standards for the financial management of study abroad programs, including appropriate procedures for bank accounts overseas, who manages the funds, procedures, risk management, etc. They have appointed a committee that includes business office personnel from UGA, GSU, Georgia Tech, Georgia Southern, and VSU. Anderson will ask the study abroad committee members from each of those institutions to provide input to their campus representative on this new committee and to report any significant information back to our committee. The study abroad committee hopes to have an opportunity to review any draft documents as a means of providing input before any final rules/regulations are approved at the system level.

Dlynn Armstrong-Williams, chair of the study abroad workshop subcommittee, provided a report on the recent workshops we sponsored at Albany State and Clayton State for financial aid, registrar, and study abroad staff members. There were close to 100 people in attendance with a good balance from all groups. The workshops included presentations by financial aid staff, registrars and Study Abroad Advisors. Those in attendance were encouraged to 1) keep channels of communication with financial aid staff open, and 2) encourage financial aid staff on individual campuses to develop policies on how HOPE and financial aid will transfer to other campuses. It was noted that some financial aid officers had never heard of the STARS funding options for study abroad and many had no study abroad financial aid information on their website or in other documents.

The study abroad sub-committee recommended some ways to keep the momentum of this workshop going: 1) Gainesville State is developing a website for the financial aid and study abroad offices that outlines steps for ALL types of scholarships, processes for applying, applications, myths and truths, where to take applications and ask for more information; and is working on FAQs, 2) have each institution designate one person as the “expert” in financial aid (forgivable loans, etc.), 3) recommend all study abroad directors go to financial aid and admissions offices to follow up after sending a memo to suggest opening the dialogue between the 3 groups, 4) have committee members develop FAQs for advisers to use when talking to financial aid and admissions, 5) review common “excuses” for not applying financial aid on the NAFSA website (based on a recent article in International Educator) for “ammunition” 6) develop a statewide handout/poster about what financial aid options there are for study abroad (a simple list of do’s and don’ts), and 7) develop a check list of information for students which may put more pressure on financial aid to keep their staff knowledgeable about the issues.

It was decided by the Study Abroad Committee that the chair would appoint a subcommittee of financial aid and study abroad personnel to develop a list of procedures on how/if financial aid applies to study abroad, how to deal with consortia agreements, and to develop a financial aid check list for students to use working on funding for study abroad programs. Debra Denzer, Chaudron Gille, Titi Olalunjaye, and Liz Havey volunteered to serve on the subcommittee and will involve financial aid personnel from their respective campuses. This group will work this spring/summer to hopefully have some materials ready for fall semester.

The subcommittee headed by Armstrong-Williams also recommended the committee sponsor additional statewide study abroad workshops with such topics as risk management, disabilities, dealing with non-traditional students and family/spouse issues. It was noted by several members that risk management is on everyone’s mind right now. Study Abroad Advisors and directors are encouraged to place issues on the study abroad list serve for commentary, and then we can select another workshop subcommittee to address the issues more specifically. Those served by a workshop could include staff from student affairs, counseling, study abroad, public relations, public safety, campus health, campus security, and legal affairs.

Sue Watson reported that Dierdre Williams made a presentation to the financial aid directors at a statewide meeting in April. Her presentation included presenting study abroad outcomes, information about the BOR mandate for collaboration and increasing the percentage of students studying abroad, and updates on the continued growth of study abroad participants in the USG.

At the last Study Abroad Committee meeting, it was decided to pursue a collaborative training grant from NAFSA. Since the International Students/Scholars Committee is in the process for applying for the same grant, Rick Sutton has recommended that we delay our application for a year.

ISEP Update: David Starling reported that the USG has received 25 applications for semester abroad exchanges through this program. Most of the students have already been placed although not confirmed. It appears that we have now met the minimum enrollment goal for this program.

Sue Watson provided an update on the STARS requests for FY2007. While the USG institutions have collectively requested \$200,000, the OIE has only \$145,000 to allocate. She reminded everyone that FY2007 funding for each institution will be available only after the OIE receives the FY 06 report that is due June 30. As a part of this reporting process, the OIE will utilize a system for identity protection. The file transfer utility (FTU) program has been completed and passwords were sent on March 17 to each SCIE campus representative. For further information, please contact your own SCIE representative.

Watson also reminded committee members of the importance to continually update the USG Study Abroad Catalog. The OIE also needs the campus approval form for every new program. If program directors need user name and password to list or update program information, please contact Sue.

It was noted that the OIE is in a state of change. Dierdre Williams will be completing her year in the OIE this summer. Carrie Sloan received a Fulbright grant and will be going to Mexico in September. Sue Watson departs in July for maternity leave.

The Americas Council will be sponsoring a faculty development seminar to Salta, Argentina in May 2007. Faculty will be working with the Catholic University of Salta. The seminar will involve working with professors at the university or with a local service organization that assists indigenous women with marketing their weaving projects to provide funds for health care for the local community.

The Asia Council is sponsoring a faculty development program to both South Korea and China for summer 2007. There are Chancellor's Awards available for both seminars for faculty who have not participated before. Eligibility priority is given to junior faculty, faculty with little international experience, and/or those who teach core classes. These seminars are posted on OIE website.

Anderson reminded the committee that the SCIE passed a resolution at the January 2006 meeting that all groups going abroad through the USG are required to have insurance (health and accident) for each students. This insurance is available through CISI. For further information about this insurance, please see the OIE website.

Watson announced the new Harrington Award that is intended to recognize individuals, programs, consortia, or campuses for their collaboration endeavors (inter-institutional). The award amount is \$500 and further information is available on the OIE website. The OIE would like a strong pool so it can be made an annual award! Anyone working in the USG be nominate someone or be nominated. Self-nominations will also be accepted.

Money is still available for mini-grants for study abroad program collaboration. Completing the application only takes about 30 minutes.

Valdosta announced that there will be 2 visiting Fulbright scholars on their campus for the upcoming academic year- one from Egypt and a second from Turkey. North Georgia will be hosting 2 Fulbright scholars from China for the academic year.

The meeting was adjourned at 2:00 p.m.