

University System of Georgia Study Abroad Committee Minutes

Friday, September 8
Macon State College, Building K, Rm. 104

Attending: **Jim Anderson** (Armstrong Atlantic State University), **Patricia Ikegwonu** (Albany State University), **Titi Olaolunjaye** (Albany State University), **Chris Bourdouvalis** (Augusta State University), **Tracy Harrington** (Bainbridge College), **Neal McCrillis** (Columbus State University) **John Lugthart** (Dalton College), **Caesar Perkowski** (East Georgia College), **Chaudron Gille** (Gainesville State College), **Liz Havey** (Georgia College/State University) **Andrew Dawson** (Georgia Highlands College), **Debra Denzer** (Georgia Perimeter College), **Jeff Palis** (Georgia Southern University) **Leigh Walker** (Georgia State University), **Karen Guffey** (Gordon College), **Colleen O'Hara** (Kennesaw State University), **Jane Knight** (Middle Georgia College), **Dlynn Armstrong** Williams (North Georgia College and State University), **Kasee Laster** (University of Georgia), **Ivan Nikolov** (Valdosta State University), **Nurudeen Akingemi** (SUG Africa World Council), **Susan Pratt** (USG OIE), **David Starling** (Valdosta State University), **Ulf Kirchdorfer** (Darton College), **Nancy Shumaker** (Georgia Southern), **Robert Welborn** (Clayton State University), **Leslie Penley** (Georgia Tech), **Megan Powell** (Valdosta State University), **Dwight Call** (Georgia College/State University), **Joachim Michels** (Armstrong Atlantic State University), **Misty Holm** (Georgia State University), **Art Leed** (University of Georgia), **Betsy Arrington Tsao** (University of Georgia), **Judy Shaw** (University of Georgia), **Jane Gatewood** (University of Georgia), **Michael Fisher** (South Georgia College), **Rick Sutton** (USG OIE)

The meeting began at 10:10 a.m., with introductions of those present and included individual campus updates regarding study abroad. The minutes of April 14 were approved.

System News and OIE Updates: Rick Sutton reports that the USG has had a number of changes in the System Office structure and the reporting lines for presidents of the USG institutions. A zero based budget process has been adopted for the next round of budget requests. With Governor Perdue announcing a customer service initiative for state institutions, Chancellor David is committed to making the USG a highly responsive customer unit. The System OIE has three new staff members in the OIE with Susan Pratt and Charu Boyle replacing Dierdre Williams and Carrie Sloan. ReLiang Tsang will be managing the new Glossari grant project from Department of Education with 11 campuses participating in the project. This program will be run out of UGA with Don Reuben as chief investigator. The OIE website has been revamped and is intended to be more “user friendly”. Rick Sutton was invited to make a presentation about International Education at the August meeting of the Board of Regents. Rick reported that the members of the BOR engaged him in substantive conversation about our efforts that hopefully will lead to an increased System focus in the next strategic planning process..

Proposed Financial Management Guidelines for Study Abroad: Rick Sutton led a discussion of the draft business procedures manual for study abroad. He explained that the BOR commissioned a task force led by Debby Lasher to set some guidelines for financial management. However, he reminded everyone that the document presented today is a draft. The task force is looking for proposed draft language to replace the sections in the draft that are troublesome. It was suggested by several people that the task force drop the establishment and approval of programs from this manual. While it was also recommended that they delete references to risk management, it was noted that risk management does have some financial issues and probably cannot be eliminated from the guidelines. Other people suggested that it would be better for the task force to finish the financial management section and delay risk management procedures until the right people are involved in the project (i.e., system/institutional lawyers, those dealing with these situations directly, etc.). Another suggestion was that they eliminate the discussion of disabilities since it also falls under risk management. There was general agreement among the committee members that because of the importance of risk management it needs more attention and should be completed thoroughly and properly.

It was suggested that guidelines focus on the three sections that are more integral to procedures of fee payment, accounting, and acquiring goods/services abroad. Fee payment would include tuition and registration.

With regard to budget construction and management of programs, there were a number of concerns such as 1) how faculty members get paid for teaching abroad, 2) there needs to be a way that the budget includes contingency funds, 3) what are the reserve plans and what is responsibility of the institution for catastrophic developments, and 4) problems meeting the timelines in the draft proposal since we often cannot project two years in advance. It was also suggested that it be recommended that contingency funds of up to 10% be allowed in the budget.

Regarding tuition/fees, the committee members also noted that very few study abroad programs capture the money paid for tuition and no programs receive the full formula dollars. There is also a wide variation among institutions as to whether the tuition is included within the program fee. This is also variation as whether the technology fees for study abroad students is waived or charged. Committee members were reminded that out of state students only pay in-state tuition plus up to \$250 for out of state fees. The memo for this dates back to 1993. Some institutions use out of state waivers for these students.

In terms of payment deadlines, there are a wide variety of procedures used by the institutions. Many institutions have problems with the needed flexibility for tuition payment dates. Rick Sutton noted that academic programs should be driver of business office programs.... not the other way around.

There was considerable discussion about goods and services paid directly to the vendor, and how/when the payments can and should be made. It was noted that full competition bidding is not a legitimate option for study abroad programs.

Announcements: If you have suggestions for topics for the annual study abroad workshops, please send your thoughts to Jim by email. We will set up committee for workshop for spring.

ISEP: David Starling reported that we have at least 25 students participating in ISEP semester abroad programs this year.

System Study Abroad Catalog: Everyone was reminded to go online and update all of the study abroad programs. Every program in system should be in catalog: BOR policy!

Adjourned: 12:03 p.m.