

**Study Abroad Committee**  
**System Council on International Education**  
**Meeting Minutes**  
**26 January 2018**

In attendance: Liz Havey, Chair; Danielle Smith, Secretary;  
Cele Blair, GGC; Hannah Carley, ASU; Emilee Carr, GaSOU; Maria Doyle, WGA; Victoria Dubriel, FVSU;  
Gisele Greaux, VSU; Karen Guffey, GSC; Andrea Henriquez, KSU Tzvetelin Iordanov, GSW; Jim Lynch,  
CCG; Israel Martinez-Franco, ABAC; Steven Murray, GSU; Mimi Noda, Albany State; Carmine Palumbo,  
EGA; Laurie Paulez, GaTech; Jessica Renard, WGA; Jan Rodd, Albany State; Darby Sewell, ABAC; Eric  
Spears, CSU; David Starling, VSU; Michael Sweazey, KSU; Laura Thomason, MGA; Nicole Ward, KSU;  
Dlynn Williams, NGC

Guests: Tammy Rosner and Coryn Shiflet, BOR OIE

- I. Meeting called to order by Chair Liz Havey at 1:06p.m.
- II. Distribution of the 25 September 2017 minutes
  - a. Minutes approved with spelling correction to attendee name
- III. By-laws discussion
  - a. Questions about role and purpose of members at large
  - b. Role of non-USG institutions
  - c. Request for a sub-committee for SAC Bylaws to look at the role and composition of leadership, and ensure that all align with SCIE
    - i. Steve Murray, Irina McClellan, and Cele Blair all volunteered to review
- IV. Discussion about the European Council and growing lack of name recognition on campuses
  - a. Irina wanted to hear about what the EC could do based on rep feedback from these campuses
  - b. The suggestion was made that all the regional councils offering programs should have clear links on their webpages, and vice versa
  - c. Issues with faculty compensation and pay is impacting advocacy for and participation in the programs; it was noted that fewer faculty are applying
  - d. It was also suggested that the transition to electronic systems (such as Terra Dotta) cause EC options to become lost in the general menu of choices
- V. Insurance RFP is going on
  - a. The current CISI contract expires on July 30, 2018 with a small committee in charge of the process
  - b. Validation kick-off expected by the end of February with a decision hopefully being made in April
- VI. BOR updates
  - a. As a reminder the OIE at the BOR was competitive for and received an Int'l Ed Grant; data from 2010 until present should be submitted by January 31<sup>st</sup>

- b. OIE's blog page on the website is now up and running
  - c. The registration taking place with the Italian government has been notarized and apostilled
    - i. We are now in a 90-day review period where we might be asked for additional information or documentation
  - d. A general reminder to all schools to please upload their program information into the directory
  - e. There will be an SAC policy subcommittee after the SAC meeting adjourns this afternoon
  - f. Still working on the idea for an attribute in Banner for SA courses – Dr. Denley may have some additional ideas
  - g. Discussion about the Live Safe App
    - i. GaTech has been using for a few year
    - ii. App allows the user to press a button when they feel threatened or unsafe
    - iii. All Tech student have it on their phone, notice goes directly to their campus police so it hasn't been piloted/used in an overseas location
    - iv. KSU's experience has been very similar
    - v. Having it means emphasizing that students need to think locally, first
  - h. BPM 21 – Tammy hopes to being sending relevant sections out for review very soon
- VII. Liz reminded the group that Clery reporting forms should be submitted to campus Clery Coordinator by March 1
- a. If a rep isn't sure, they can ask the consortium coordinator at the BOR for their campus Clery information
- VIII. Executive Committee Membership voting took place
- a. Three-year term for current committee is coming to a close
  - b. Laurie Paulez was nominated for and voted in as Chair
  - c. Irina McClellan was nominated for and voted in as Vice-Chair
  - d. Cele Blair was nominated for and voted in a Secretary
  - e. James Lynch and Maria Darley were nominated for and voted in as Members at Large
  - f. The term for the new ExComm begins with the Academic Year
- IX. Ideas for Summer Workshops were discussed
- a. A suggestion was made to offer one big workshop related to all things financial
  - b. Possibly a curriculum/course development workshop for Faculty during the Fall term
  - c. Financial aid and Banner were seen as crucial – issues with the application of aid when study abroad courses are not in the program of study
  - d. The group was asked to email Liz, Coryn, or Tammy with any other ideas
- X. Travel Warning were brought up
- a. DoS dramatically transformed its Travel Warning system on January 10
  - b. NAFSA held a workshop with a DoS rep
    - i. New 4-level ranking system with info on safety and security

- ii. Very nuanced – SA offices need to discuss with relevant stakeholders on their campuses to determine if any new policies/procedures are necessary
  - iii. Documents, handbooks, etc. will need to be updated to match the new system
- c. Coryn noted that CISI indicated their coverage policies have not changed even though the Travel Warning system has been updated in this way

XI. Changes to Agency Accounting practices were reviewed with the SAC group after a presentation from the BOR at the larger morning SCIE meeting

- a. Schools should work closely with the comptroller about how to best implement these account changes & updated business procedures for study abroad
  - i. Term Agency Account will be done away with on July 1, 2019 and Custodial Accounts will be used instead
  - ii. The change will affect how the program cost (not tuition & fees) is handled
  - iii. It is going to be up to the SA offices to explain to their accounting offices where is needed
  - iv. Emergency/contingency funds will need to be moved to a separate fund that can roll over from year to year
  - v. OIE office is still trying to figure out if SA offices can continue charging administrative fees
  - vi. Navigating the FY year gap is one example of a difficult challenge that will require close communication with the accounting office
  - vii. Financial Staff and CBOs of each campus have been notified of the need for these changes
  - viii. Questions about whether contingency funds can continue to be used to pay deposits and whether a contingency account can exist for each program
    - 1. Uncertainty right now about these answers, but OIE is looking for clarification from the BOR
  - ix. Concerns were also brought up about the increased reporting responsibility of such a change, the use of accounts for exchange programs, and the reserve amount schools will be able to retain
  - x. Overall, this change will cause program directors to pay far more attention to what they are charging for their programs

XII. Announcements or other business from the floor

- a. None

XIII. Meeting adjourned by the Chair at 2:20p.m.