

**USG Study Abroad Committee
February 2, 2007 Meeting
Macon State College**

Attendance:

Jim Anderson (AASU), Patricia Ikegwuonu (Albany St), Neal McCrillis (Columbus St), Liz Havey (GCSU), Andrew Dawson (GA Highlands), Debra Denzer (GPC), Dlynn Armstrong Williams (NGCSU), Susan Pratt (OIE), Ivan Nikolov (VSU), Martha Wilson (Macon State), Rebecca Miller (GTech), Megan Powell (VSU/European Council), Bernard Anderson (KSU), Jennifer Pfeifer (Darton), Jill Schulze (Gainesville St), Joachim Michels (AASU), David de Posoda (Macon State), Nancy Shumaker (GA Southern), Aya Ogawa (Darton), Wilson Huang (Asia Council), Farrah Bernardino (GSU), Adrienne Langston (GA Perimeter),

Minutes

The study abroad committee meeting was called to order at 1:00 pm. The minutes of the September 2007 meeting were approved.

Management Guidelines for Study Abroad - Susan Pratt updated the committee on the highlights of the new financial management guidelines. Some of these include that study abroad programs are allowed to build up a reserve funds for reasonable contingencies, can open bank accounts overseas if authorized by the business and finance administrators on the campus, and the program payment process should go through the Bursar's Office. Study Abroad program approvals now will require the President and Chief Business Officer's approval. The new guidelines will be posted on the USG Business procedures website next week. Neal McCrillis, chair of the European Council, noted that since students in the various EC Study Abroad Programs are from many campuses, the EC does not want the Bursar's Office to collect payments for their programs.

The committee also had a brief discussion about faculty compensation for teaching in study abroad programs. It was noted that the European Council is doing a survey of faculty compensation across the USG.

USG/System Office Updates -Susan Pratt reminded everyone that the *USG Handbook on Study Abroad Programs* is available online. However, the OIE is in process of revising the handbook. The chapter on "Risk Management" is under revision with legal counsel. A draft will be brought back to SAC at a later meeting.

Study Abroad Catalog

Committee members were reminded of the need to have all USG study abroad programs listed in the USG Online Catalog. Susan Pratt announced she is in the process of reconciling catalog with institutions. She provided a handout about updating online catalog information.

STARS Time Line

Susan also provided a handout about the STARS process and timelines. In March, there will be an e-mail going out to representatives about STARS requests. April 1 is the deadline for the submission of STARS requests while May 1 is deadline for returning unused funds. E-mail reminders will be sent for each step of the process. These reminders go to the SCIE representative. Institutions were requested to send Susan an e-mail if they are interested in additional STARS funding. Availability will depend upon whether institutions return any unused funds.

ISEP Update - Megan Powell announced that the deadline for ISEP applications was February 1. She hopes to have 15 outgoing applications for fall semester.

10-day No-Show for Study Abroad Programs - Several committee members voiced concern about the mismatch between study abroad program and local university calendars. It was suggested that having a required orientation on the first day of classes would serve as a first class for reporting purposes.

Spring Semester Study Abroad Workshop - Nancy Shumaker, chair of the study abroad workshop committee, announced that the spring workshop will be on Behavioral and Mental Health Problems in Study Abroad. The date will be April 13 from 10 am to 3 pm at Georgia Perimeter College. The work will focus on several issues that are emerging such as what are our legal responsibilities, how to anticipate/prevent discipline problems, and the role of pre-departure orientations? Target audiences for the workshop besides those of us working in study abroad will include student affairs, counselors and study abroad program directors. Advertisement for the workshop will go out electronically to vice presidents, SCIE representatives, and study abroad offices. Anyone who has suggestions for forms/topics/cases/personnel for the workshop, should contact Liz Havey or Nancy Shumaker.

Adjournment: 2:10pm.