

## **SCIE Study Abroad Subcommittee**

**April 17, 2009 Meeting**

**Milledgeville College**

### **Attendance:**

Dlynn Armstrong-Williams (NGCSU), Brian Ray (ABAC), Tracy Harrington (Bainbridge), Susan Ralph (Bainbridge), David Starling (VSU), Liz Havey (GCSU), Jane Knight (MGC), Maggie Miller (CSU), Matt Harrell (BOR Audit), Gwen Carlock (BOR Audit), Rob Sherwood (GMC), Mike Foxman (BOR Audit), Phil Szmedra (GSW), Jill Schulze (GSC), Carrie Sloan (BOR), Susan Pratt (GT), Adrienne Langston (GPC), Robert Vaughan (BOR), Nancy Shumaker (GA Southern), John Parkerson (Clayton State), Jim Anderson (AASU), Dawn Foster (GSU), Farrah Bernardino (GSU), Leah Barber (GCSU), Heather Mbaye (UWG)

### **Minutes**

Meeting called to order at 10:02am

#### **Changes to minutes from January 23, 2008**

#### **Names Misspelled/ Changed**

Georgia Southwestern spelled incorrectly  
Debra has program in Strasbourg not Brenda  
Spelling under #2, bylaws (not bylos)  
Betty LaFace (not buffet)

#### **People not listed but attended**

Genevieve Breedon  
Jill Schulze

### **I. Auditors**

- Audits began in September 2008. Approached by OIE to address problems that are arising. Drew up audit plan and required all USG institutions, sent to internal auditors, where internal exist. Others (19) done by system audit. GSW, Augusta, NGCSU, and one other.
- Faculty travel should be paid by department E&G funds. Program approval required.
- Out of 19 schools, only two had study abroad handbooks for study abroad procedures, beyond USG handbook, to be specific to the institution.
- Foundation Funds need appropriate accounting (giving and tracking).
- Faculty salary: program fees should be separate from tuition and fees, and salary should be paid from tuition, not from program fees.
- Development of waiver and release forms (liability, insurance, release in general), need to be up to par. Need a program to discuss with parents and students on institutional policies and procedures.
- Faculty travel and expenses: no school can afford to pay from E&G funds, but the program fees should cover students, not faculty. If faculty expenses exceed E&G funds, then program funds can be used, but need to be well documented. Program funds should be transferred to E&G funds to pay for faculty. State mandates that anyone who pays travel must be tracked through E&G in order to capture through annual audits. Concern about transferring funds from agency to E&G funds (David understands that VSU fiscal services will take care of transfers so study abroad staff

don't need to worry about it). If there is travel money that can't be captured through E&G there will be problems at the state audit level.

-Make sure that each study abroad program is approved by the appropriate signatories...appropriate academic and budgetary justification (auditors will email presentation to anyone who requests).

-Prepare a study abroad handbook: authorization, set up agency account (each program should have it's own agency account), educate students and faculty on BOR and institutional travel policy (expense report forms), academic considerations, developing budget and budgetary guidelines (ensure that the programs are affordable and realistic), who collect fees (should be collected by bursars office; same person should not collect and spend money) VSU is using Marketplace so that all fees are paid online, (Refer to Ch. 21 of business procedure manual student information system should address registration and collection of program fees).

-How to pay for expenses and reconciliation of expenses and accounts. What to do in case of an emergency: risk and emergency management plans (development of matrix on who to contact and when). If it's in black and white, people will follow it better. Other suggestions: Inclusion of a timeline; chronology of how long it takes to set up a program, listing initial steps in setting up a program. OIE's handbook can serve as model

-Faculty salaries should be paid from the appropriate E&G funds not agency; reserve funds can and should be used for future programs, or it can be transferred to other accounts for scholarship programs, or it can stay in the agency account as long as it doesn't stay stagnant for more than 18 months. Funds can go to general fund, but will lapse after 18 months.

-Develop appropriate waiver and release forms for faculty, staff and students.

-Institute policies and procedures to discuss program requirements with student's parents/guardians. Orientation for students, but also ease minds of parents  
Provide instructions on where to deposit the funds. Cannot give check to faculty to use for study abroad.

-Foundations can dedicate money specifically for study abroad.

-There is no limit to the amount as far as maximum. There must be at least 5 – 20% to carry over for fluctuation in currency, etc. but 100% of leftover funds can be carried over.

Salaries: departmental funds should be used to pay salaries, not program fees; may follow traditional summer salary, what happens to excess tuition generated by a faculty member's program will flow back to general fund.

-Long term successful programs Galapagos and London: funds are passed through third party agencies do not need additional agency account. Programs do not need to be approved annually unless there are major changes. VSU, KSU, GA Southern conduct re-approvals to assess budgetary changes, academics, president's changes. Problematic for campuses who do not have study abroad offices; the approval should go to president. Programs run in house are much cheaper than third party providers.

-Clarification: at the end of the program 100% of leftover funds can be carried over. GA State has a 20% limit, which is ok, but there needs to be a 5 – 20% reserve, minimum.

-Remaining funds at the discontinuation of a program can be redirected to other programs. At GSU, if there's anything leftover it goes back to the department. Last year programs were running in the hole, but this year there is likely to be much more residual funds. GA Southern used the excess to schedule additional experiences for all programs to benefit from. Reserve funds can be in excess of 20%, 5 – 20% is just the minimum. Georgia Southern's comptroller said that if there's excess of 20% should be refunded to the students. If reserve exceeds 20%, that excess can be moved to a general study abroad account to be used for general study abroad expenses, but one student cannot pay for another student to study abroad. If there is a 40% reserve year after year, there is a budgetary problem. Excess funds can be used for general promotional materials. Salaries are not recommended by BOR for standards, up to each individual campus. Audit is not simple

-Please contact auditors with extra questions not addressed today.

## **II. Study Abroad Numbers/STARS**

- study abroad numbers are down, and while nothing has been looked at scientifically, the decline seems to be affecting most the two-year institutions and numbers seem to be higher for longer-term studies (theory: earlier commitment to the program, more economically feasible/beneficial than shorter programs).
- low-cost, short-term programs that meet curricular needs are necessary in order for two-year schools (excepting Georgia Perimeter) to grow their numbers. Example of low-cost, short-term: a new (collaboration between Georgia Southern and Armstrong Atlantic) nutrition program in Italy over spring break is working very well.
- The European Council model is still applicable to two-week programs.
- How were CBO's approached regarding the extension of STARS use to December?
- Six campuses approved this, at least two rejected it, some never approached their business officers (i.e. they've already dispersed all of the funds and it's not an issue). Valdosta and GCSU are distributing STARS monies through grant funds.
- There is some concern that study abroad numbers being reported will not be published as they have been until now (online and in the briefing book).

## **III. Strategic Plan – Are the goals reasonable?**

- Where are we on the goals set several years ago? SCIE meeting will be addressing these goals:
- What do numbers look like for this year? GCSU President was requesting info on lower numbers. Numbers are lower state wide. Impacted most at 2 yr. sector. Numbers higher in semester and yearlong study abroad because students committed earlier, and long term is more economically feasible. GA State and KSU are institutions with higher number are schools with study abroad fee that might have mitigated lower levels.
- Do we hold firm, march to the flag?
- 2 yr. schools looking at programs to hopefully develop a structure that would address needs of 2 yr. schools (low cost, short term, addressing curricular constraints for 2 yr. schools...most programs in system do not meet those needs)
- Southern also has a population of nontraditional students: nutrition in Italy program with AASU over spring break is really good for nontraditional students. The summer programs were not as successful because of stipend funding issues. Areas like nursing, family & child development that have non-traditional students and need collaboration across the system to open up these programs without duplications.
- European Council model works with shorter programs to balance number of students and faculty (match up programs with each other's campuses). Do we try to match schools or programs? (Time, money and transient process are two hindrances)
- Latest draft of new core excludes studio, internship, etc. if in Area A – E, but most study abroad programs are in Area B. This issue will be brought up at the meeting this afternoon. This particular line was not intended to address study abroad (more intended to address skills based courses and programs). As curriculum changes, we want institutions to integrate internationalization into the curriculum. It needs to be as clear and open to integration of internationalization into Area B.
- We will continue to report to the BOR even with the OIEs closure with the same timeline as previous years. We do not know for sure about data compilation. Process will be the same. STARS reporting will be off cycle due to extension of funds through December. Approved: 6, not approved: 1, several did not ask, they just spent it.
- NGCSU needs to spend their money by May 30, BOR may not have information to assist. NGCSU and Southern are in state funds (not considered a grant fund).
- Consortia programs will help keep momentum.

- VSU will never meet these number, neither will ABAC. Will UGA and Tech carry numbers to bring up averages?
- Institutions need to pick their goals based on institutional values.
- These goals are irrelevant for most institutions, but are great goals for the overall system. Smaller institutions can use these goals to encourage administrators to be supportive of programming. We should not shoot for lowest common denominator; these are fantasies for most schools.
- Charge on: system wide 25%, not individual schools. Individual institutions should set their own realistic benchmark goals to assist with this objective.

#### **IV. Risk and Security**

- Take this, read over it, give it to public safety director or risk manager for the campus.
- Use the summer to distribute this information so that in the fall institutions can begin implementing policies and processes.
- We also need to go to study abroad program directors to make sure they leave contact information, itineraries and distribute to students and encourage them to give it to their parents.
- Georgia Southern encourages students to watch “Locked up abroad”
- NGCSU recommends that program directors follow protocol to protect themselves and the institution. We can’t keep them from making bad decisions.
- VSU recognizes that losing programs as a result of policy implementation is probable and faculty will need to adapt.
- If a faculty doesn’t do what he/she is supposed to do, programs shouldn’t be re-approved. OR leadership should be replaced. Offices need to keep itineraries, contact information, etc. to help resolve problems if and when they occur.
- Southern sends international blackberries with their program directors.
- Please begin the dialogue on your campus with the appropriate offices at your campus (student affairs, public safety, legal affairs), it may take a while, but start it. What works on one campus may not work on another.
- Does anyone communicate directly with parents? Some invite parents to orientation, provide parent’s links on websites or other resources.
- Does anyone take the contact information and put it on the website with it password protected. GCSU keeps contact information at home, GPC sends sheet to students of contact information with hope of passing on to parents.
- 17 year olds, joint enrollments? GCSU legal affairs said no joint enrollments. Southern accepts fully enrolled 17 year olds with parental permission and guidance.

#### **Announcement:**

- Asia council doing well. China has over 40 participants. Wanting to development more Asia council programs. (see David)