

**MINUTES FOR STUDY ABROAD  
MEETING**

**November 13, 2015 8:30 am**

**Location: Doyle Library 4243  
Video Conferenced to Call 632**

**Present (in alphabetical order):**

Susanna Ackerman, Instructor, Modern and Classical Languages Department  
Dr. Terri Frongia, Instructor Modern and Classical Languages Department  
Dr. Masanori Iimura, Instructor Chemistry Department  
Ginnie Kerr, Vice President of Student Life and Student Committee Member  
Melissa Kort, Instructor of Record for London/Oxford Summer 2016 Trip  
Michelle Hughes Markovics, Instructor, Behavioral Sciences Department  
Anita Rich, Administrative Assistant, Arts and Humanities  
Vayta Smith, Director, Admissions and Records  
Dr. Anna Szabados, Dean of Arts and Humanities and Committee Chair  
Dr. Kent Wisniewski, Instructor Behavioral Sciences Department and Committee Co-Chair

Due to technical difficulties, the meeting of the Study Abroad Committee began at 8:55 a.m. on Friday, November 13, 2015 in Doyle Library, Room 4243 on the Santa Rosa Junior College campus and video conferenced to Room 632, Call Building, Petaluma Campus.

**Absent:**

Dr. Anna Szabados, Dean of Arts and Humanities

**1) Welcome and Introductions**

- a) The Study Abroad Committee welcomed a new student committee member—Ginnie Kerr, Vice President of Student Life
- b) Melissa Kort is the instructor of record for London/Oxford summer 2016. She attended this meeting and was able to update the committee directly regarding that trip.

**2) Minutes Approved from Previous Meeting dated October 9, 2015**

**3) Updates**

- a) Barcelona (Current)—One student is returning to the states.
- b) Florence (Spring 2016)—Total of 85 students registered throughout the consortium, 24 of those are Santa Rosa Junior College students.
- c) Oxford/ London Summer 2016:
  - First informational meeting (Petaluma) – 1 attendee
  - Second informational meeting (Santa Rosa) – 12 to 15 attendees
  - Petaluma informational meeting— 8 attendees
  - Third informational meeting – 40 attendees
  - Ms. Kort has gathered 200 emails from interested parties.

**4) Melissa Kort's Promotional Ideas**

**a) Sharing Information for What Worked**

She has tried everything and learned a lot, for example:

- i) For Facebook or twitter feed, you must produce your photos

- ii) Kort will provide an on-campus list of places and ways to promote Study Abroad that are not commonly thought of for this program. She discovered that there are only 13 places on campus where you can officially advertise an event; 12 places on the Petaluma campus
- iii) She has produced a sign up sheet which includes the question of how students discovered the Study Abroad informational meetings
- iv) Information on how to advertise in the *Bear Facts* and the *Oak Leaf*
- v) How to advertise on the digital sign. Russ Bowden, Manager, Media Services, was a tremendous help
- vi) In Kort's opinion, class and large lecture visits were the most effective tool at her disposal. Kort, being a retired English instructor, was also privy to a large swath of students since an English course is mandatory for most.
- vii) Having conversations with other instructors who have participated in Study Abroad is a wealth of information. For example, AIFS had erroneously informed Kort that a student scholarship wasn't available. Dr. Terri Frongia, Instructor Modern and Classical Languages Department, knew this not to be the case

**b) Future Ideas**

- i) YouTube videos
- ii) Presentations at AP classes in high schools
- iii) Ms. Vayta, Director of Admissions and Records, also offered the suggestion of soliciting Counseling and PUENTE classes.

**c) What May Not Have Worked**

- i) Although she dispensed flyers wherever possible, Kort feels that this tactic may not be the most efficient way of attracting students to the program.
- ii) The lag between interviewing for the position (spring semester) and actually being offered the assignment (summer semester) was problematic. The pace of finalizing the contract with AIFS prolonged her recruitment efforts until October. She would have rather started much earlier. Mr. Kent Wisniewski, Instructor Behavioral Sciences Department and committee co-chair and Dr. Frongia explained these lapses were due to the summer program being offered for the first time in years. Challenges were compounded because this year, there are two summer programs offered.
- iii) With Kort's prodding, the committee revisited the question regarding establishing a screening process (see Study Abroad minutes dated 9/11/15). She inquired as to how to cope with students with either physical or mental disabilities. Patty Warne, Program Assistant Study Abroad/Language Lab, Modern and Classical Languages Department, offered that there are questions on the information sheet that may shield light on such matters if the student answered honestly. Kort learned from the consortium that they would accommodate such students to the best of their ability, but such accommodation would be at the student's expense. Ms Susana Ackerman, Instructor Modern and Classical Languages Department, again voiced her concerns that such a screening criteria could be interpreted as discriminatory. Michelle Hughes Markovics, Instructor Behavioral Sciences Department, disagreed and mentioned her previous experience at other institutions where students could complete a contract attesting to their fitness. Kort concurs that some kind of a contract is necessary. She suggested that Ms Warne be the first line of defense in this kind of assessment. Ms Hughes Markovics demurred. Kort then suggested a 10-15 minute interviews with students who have committed to the program with a payment. Mr. Wisniewski said that we had to establish an infrastructure—who would do this and how much time would it involve for each student. Frongia suggested that she has seen an “activity scale” being used for “life-long learners.” Wisniewski will broach Dr. Anna Szabados, Dean of Arts and Humanities, about these matters prior to the next meeting.

**5) Consortium: CSU/UC course transferability**

Summer 2016 Budapest program will last for two weeks for two credits. Dr. Szabados is still attempting to find insurance coverage. Also another challenge that Szabados would like to take on is opening semester Study Abroad programs to CSU as well as UC transfers. Wisniewski shared that Szabados felt that these kind of limits seemed elitist. Consortium directors will be meeting regarding this matter. Frongia brought to everyone's attention that the program does offer one CSU class, which is *Life and Culture*. Wisniewski wanted to know how does everyone feel about this. The committee

was pretty much on board with this, but Frongia is “very much in favor of the broadening of course pool to 1-99 courses (i.e. both UC and CSU), but maintaining that courses fulfill GE, so that students can leverage SA courses to fulfill these requirements for both transfer and local degree. Another expressed that UC transfer applicants should be preferable.

6) **Foundation:**

At the September 11, 2015 meeting, Ms Ackerman volunteered to research Study Abroad foundation account access. Sarah Laggos, Director Corporate, Alumni Relations and Annual Fund, informed her that the committee has different options:

- i) Build an endowed foundation by fundraising among alumni, faculty, etc. The goal would be \$10,000, but only \$350 a year can be used for scholarships
- ii) Add to an already endowed fund and there are three in existence for Study Abroad. Those funds are already paying \$10,000 in scholarships. Kort asked if these were only available to the full semester program. Ackerman wasn't sure but would inquire.
- iii) In-and-out scholarships. The committee would raise funds every year and those funds would go to scholarships rather than any kind of endowment.

Kort mentioned that the problem with the latter option is that you would have to fundraise every year and there is usually “donor burnout” after the first solicitation. Ackerman suggested a faculty salary deduction. This is the method used for the Women's History Committee. Ms Virginia Kerr, Student Representative and Vice President of Student Life, offered that previous Study Abroad classes have started their own Facebook groups. The committee should solicit these students.

The December 3<sup>rd</sup> mixer would be a great opportunity for such fund raising. Frongia mentioned that there are strictures regarding money handling and cash boxes. Kort suggested envelopes. She also mentioned that an account must be created. Even if it isn't endowed, checks need to be written against an account. The committee needs to discover if the foundation charges for such a service.

7) **Faculty selection for London, Fall 2017 and Florence, Spring 2018**

a) ***Deadline and Screening***

- i) Applications—December 4, 2015
- ii) Application Screenings before December 11, 2015 meeting

b) ***Interview Questions***—Committee perused and made suggestions to interview questions for faculty Study Abroad candidates. Wisniewski will incorporate changes.

8) **Program Promotion and Support**

a) **Study Abroad Event** confirmed for **Thursday, December 3<sup>rd</sup> from 3 to 5 pm**

b) **Tent selection** was made. The administrative assistant will order

c) **Faculty Recruit Event (Spring PDA Day)** The workshop will be presented by Wisniewski and Hughes Markovics. This has yet to be confirmed by the PDA committee

Kort is also presenting a PDA presentation regarding literary tourism. She will be happy to include any information regarding Study Abroad

d) **Promotional Gifts**—Promotional shopping bags are now available!

e) **Constant Contact** has been discontinued because of the cost of maintenance of \$85 a month. Szabados felt that it should remain so. If fund raising is a goal, perhaps this decision should be re-visited. This will be tabled to the next meeting when Szabados is present.

**Meeting ended at 10 am**

Next meeting is scheduled for **Friday, December 11, 2015.**