

**Study Abroad Meeting
Friday, December 8, 2017**

Present: Mr. Kerry Loewen (Co-Chair), Dr. Michelle Hughes-Markovics (Co-Chair), Dr. Modhurima DasGupta, Dr. Masanori Iimura, Dr. Katy Jamshidi, Ms. Mai Nazif, and Dr. Kent Wisniewski

Absent: Ms. Stephanie Jarrett

Topic	Discussion
Approval of Minutes 11/3/17	Tabled
Student Tragedy	<p>One of the students who had shared an apartment with the student who passed away was feeling overwhelmed and wanted to drop one of her classes, putting her below the 12-unit minimum threshold. It was suggested to her instructor that she check in first with her home campus to see what impact a withdrawal would have on her transcript given that she had used this class to TAG her transfer school. (As a program administrator, this conversation made me realize that I need to know more about enrollment logistics.)*</p> <p>*This information was extricated from Toni Fannin’s, Diablo Valley College, site report from November 6 to 9, 2017.</p>
Florence Pre-Departure Meeting	<p>Meeting is scheduled at Skyline College, San Bruno, California on January 13, 2018. Mr. Kerry Loewen, Dean of Arts and Humanities and Co-Chair of the Study Abroad Committee; Dr. Terry Mulcaire, Instructor of Record for Florence Study Abroad Spring 2018; Mr. Albert Yu, Instructor of Record for London Fall 2018; Ms. Danielle King, Instructor of Record, Florence Spring 2019; and Patty Warne, Study Abroad Program Assistant, will be attending this conference.</p>
Program Update	<p>Concerns arose surrounding Faculty Service Assignments (FSAs) and equivalencies for Study Abroad, Florence Spring 2018. It was discovered that faculty member, Dr. Mulcaire, does not possess the degree or the equivalency to teach one of the course offerings, Humanities 7. If he isn’t able to attain that equivalency in time, this could result in a replacement by faculty who is properly credentialed or the class being cancelled. This results in an under load for Dr.</p>

	<p>Mulcaire.</p> <p>Mulcaire had been granted permission twice before to teach this class which is probably why it escaped the interviewers’ attention. All of this pre-dated Mr. Loewen’s, tenure at Santa Rosa Junior College. Efforts must be made not to repeat such an oversight.</p> <p>Mr. Yu, Instructor of Record for the England Fall 2018 Study Abroad program, faces a similar dilemma for a different reason. One of his courses does not meet University of California (UC) requirements. He is in the process of attempting to obtain an equivalency to teach a Communication Studies course.</p> <p>All of this presents yet another problem. If an instructor is granted equivalency from another department, that person becomes part of that department’s teaching rotation. Also, Dr. Modhurima DasGupta, committee member and Behavioral Sciences instructor, shared that she has served on the Equivalency Committee and there are tighter strictures in administration of these equivalencies because of abuses in the past.</p>
Faculty Recruitment	<p>All of these issues regarding credential and equivalencies propose more barriers to recruiting instructors for the Study Abroad program. A committee member proposed if adjuncts could teach Study Abroad that might be a solution. Loewen answered that needs to be proposed to the All Faculty Association (AFA)</p>
Program De Brief— Jeanette Ben Farhat	<p>Ms. Jeanette Ben Farhat was the instructor of record for the Florence Spring 2017 Study Abroad trip. Her and her students’ experiences were positive. Facilities were adequate. Support staff ran a “tight ship.” Her only admonitions were that afternoon classes interfered with museum visits. Also, Uffizi tickets are no longer administered. Students had to pay for those.</p> <p>Loewen inquired about the possibility of online teaching abroad. Ms. Ben Farhat responded that she didn’t think online classes were the best fit for a Study Abroad program because of the self-discipline necessary and the time that it would detract from experiencing the new environs.</p>
Faculty Selection	<p>Destinations for Fall 2019 and Spring 2020—Barcelona and Florence, respectively.</p> <p>Dr. Hughes-Markovics will modify the recruitment flyers sent last year.</p> <p>Professional Development Day informational session is scheduled for February 15, 2018.</p> <p>Application Deadline—March 6, 2018</p> <p>Screening of applications—March 9, 2018. Applications will be sent to Ms. Gina Waggoner,</p>

	Human Relations Specialist, so that she can ascertain degree credentials and FSA equivalencies. Interviews are scheduled during the April 2018 Study Abroad Meeting— April 13, 2018
Summer 2019	Hughes-Markovics inquired about the status of the Summer 2019 Study Abroad program. Loewen said he would have the answer by the next meeting.
Program Promotion and Support	Ms. Katy Jamshidi volunteered to create a survey to assess student's interests and destinations of choice regarding the Study Abroad program.
Adjournment	Meeting ended at 10 am