

Study Abroad Meeting
Friday, December 9, 2016

Attending: Dr. Anna Szabados (Chair), Mr. Kent Wisniewski (Co-Chair), Dr. Terri Frongia, Ms Michelle Hughes Markovics , Dr. Masanori Iimura, and Ms Mai Nazif

Absent: Dr. Nicole Slovak and Vayta Smith

Topic	Discussion
1. Previous Minutes	Minutes of October 14, 2016 approved
2. Announcement from Chair	Dr. Anna Szabados, Dean of Arts and Humanities and Chair of the Study Abroad Committee, announced her retirement January 31, 2016.
3. Faculty Selection	<p>No instructor applications were received so the committee decided to extend the deadline to February 24, 2017. Mr. Kent Wisniewski, Behavioral Sciences Department faculty and co chair of the Study Abroad Committee, attributes this lack of response to the decision of no longer offering this opportunity to adjuncts. Also, that decision was coupled with the establishment of a two-year application window preceding the trip. This makes it difficult for persons to plan.</p> <p>The committee mulled over the idea of taking a different approach to disseminating recruitment information. The feelings were that all staff emails were often ignored. Dr. Masanori Iimura, Chemistry Instructor, suggested disseminating post cards to all the mailboxes in Bailey Hall via department administrative assistants. Dr. Anna Szabados, Dean of Arts and Humanities and committee chair, knows a vendor who will print these postcards quickly and inexpensively. Ms Michelle Hughes Markovics, Anthropology Instructor, volunteered to create the postcard.</p> <p>To aid in the endeavor of recruiting more candidates, a combination training session and recruitment will take place during Professional Development Day on February 16, 2017.</p>

4. Updates	<p>London (current) --Things are going well Florence (Spring 2017) –27 students Sicily/Amalfi Coast (Summer 2017)—Hughes Markovics is negotiating with AIFS, but she has no doubt once she opens this trip for recruitment, there will be significant interest. Cape Town (Summer 2017) --2 students Barcelona (Fall 2017) –3 students</p>
5. Title 9	<p>This is now required for all instructors. The first one is scheduled on January 7, 2017. It will be offered during the next pre departure meeting.</p>
6. Florence Pre-Departure Meeting	<p>Ms Patty Warne, Study Abroad Program Assistant, is coordinating the Study Abroad pre departure meeting. This will take place on Saturday, January 7, 2017 from 8 am to 2 pm. Meeting will be in the Carole Ellis Auditorium on the Petaluma campus. This is also the standard meeting that rotates throughout colleges in the consortium. Hughes Markovics will be attending. Since Dr. Anna Szabados will no longer be overseeing the committee due to her imminent retirement, Dr. Terri Frongia, Modern and Classical Languages Department faculty, volunteered to take her place. Szabados mentioned that around noon there is a meeting with the directors and suggested that Frongia, Hughes Markovics, or both participate.</p>
7. Promotional Film	<p>Mr. Charles Eades, our short term non-continuing media specialist, will be completing the promotional video next week. Patty Warne suggested providing thank you cards for the students who gave testimonials for the promo because of the time that they expended. Kent Wisniewski, co chair, purchased cards for them.</p> <p>The promotional video will be downloaded on complimentary flash drives that will be provided to students. It will also be posted on the Study Abroad website.</p>
8. Mixer	<p>Ms Mai Nazif, Chair of the Modern and Classical Languages Department (MCL), is coordinating the Study Abroad mixer, which has been scheduled for Thursday, February 9, 2017 from 3 to 5 pm. Anita Rich, administrative assistant, volunteered to find a location for this event. Nazif inquired about food purchases. She was informed that she needs to contract with <i>Fresh and Natural</i>, the campus caterer, for these services. Nazif was curious about funds that were available for food purchases. She was told there was approximately \$350.</p> <p>Ms Margaret Mann, Coordinator Financial Aid and Outreach, will attend and present a PowerPoint slideshow about financial aid for Study Abroad students. All instructors slated</p>

	<p>for Study Abroad trips in the near future—Mr. David Kratzmann, Mr. Eric Thompson, Mr. Joel Neuberg, Dr. Terri Frongia, and Ms Michelle Hughes Markovics—have confirmed that they will attend. The only instructor that Nazif has yet to hear from is Mr. Terry Mulcaire.</p> <p>Nazif sought consensus from the committee if allocating ten minutes to everyone’s program would be sufficient. The committee concurred. Patty Warne provided a list of Study Abroad students for the past two years. Nazif will be sending these students an email informing them of the event. Frongia suggested that four years might yield better results. Frongia also mentioned that this email to students could include information regarding the World Languages Fair. The Modern and Classical Languages Department is offering this in April 2017.</p> <p>Promotional materials—flash drives, shopping bags, pens, and sundry items made with a 3-D printer will be made available at the mixer. Along with expert and faculty presentations, student testimonials, and cultural bingo will be part of the activities. Nazif will use <i>Bear Facts</i>, <i>The Oak Leaf</i>, the Santa Rosa Junior College website, the electronic bulletin board, and kiosks throughout campus to advertise this event.</p>
9. Miscellaneous	<p>A past question regarding the purchase of a laptop was revisited. Szabados answered that there is no budget for that. She talked to IT. That department is happy to loan laptops when needed. Frongia asked if the vice president would have such funds. Szabados said she hadn’t asked, but she would. Szabados also hinted that a request directly from a faculty member might be more effective.</p>
10. Adjournment	<p>Meeting ended at 9:20 am</p>