

**Study Abroad Meeting  
Friday, February 8, 2019**

Attending: Mr. Kerry Loewen (Co-Chair), Ms. Michelle Hughes Markovics, Ms. Mai Nazif, Dr. Masanori Iimura, Ms. Jeanette Ben Farhat, Ms. Angie Evans, and Ms. Stephanie Jarrett

Absent: Dr. Kent Wisniewski

Topic	Discussion
Approve Minutes	Minutes of December 14, 2018—approved.
Announcements	<ol style="list-style-type: none"> <li>Ms. Michelle Hughes Markovics, Anthropology Instructor, is resigning the co-chair position. Replacement has yet to be decided.</li> <li>Forty two students are in Florence.</li> </ol>
Updates	<ol style="list-style-type: none"> <li>Question as to whether travel requests are necessary for instructor of records to travel abroad must be asked. Mr. Loewen, Dean of Arts and Humanities and committee co-chair, will pursue this question so that this office is not out of compliance with board policy. Liability waiver may need to be created for accompanying family members.</li> <li>Consortium has again stated that adjunct faculty cannot participate in semester-length Study Abroad programs. Ms. Mai Nazif, World Languages instructor, asked if any college can decide this individually. The answer was no.</li> <li>Yet to hear from Dr. Terry Mulcaire, English Instructor and All Faculty Association (AFA) union representative, regarding the consortium’s enrollment rubric (see previous minutes).</li> </ol>
Fall 2020 application received Discussion and timeline	<ol style="list-style-type: none"> <li>The committee decided that all Study Abroad applications must be completed and signed before arriving in the dean’s office. In response to a question of Ms. Angie Evins, English Instructor; interviews were thought to be more determinative in selecting candidates.</li> </ol>
Summer 2020 Call for applications	<ol style="list-style-type: none"> <li>Since there is no co-chair, Mr. Kerry Loewen will send out the Summer-2020 application.</li> </ol>
Miscellaneous	<ol style="list-style-type: none"> <li>Interviews will be scheduled on March 8th starting at 8:30 am. Interview questions will be discussed via email. Ms. Stephanie Jarrett, Manager, HR/Training &amp; Compliance, Human Resources; provided a rubric for reviewing Study Abroad proposals.</li> <li>AIFS London consortium will be located to Kensington by Fall-2020.</li> <li>May 1, 2019—Deadline for Summer-2020 applications.</li> <li>May 10, 2019—Interviews for Summer 2020 applicants.</li> </ol>
Adjournment	<ol style="list-style-type: none"> <li>Meeting adjourned at 10:30 am.</li> </ol>