

**MINUTES FOR STUDY ABROAD
MEETING**

Friday, September 8, 2017

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

Present:

Dr. Rima DasGupta, Instructor, Behavioral Sciences Department
Dr. Masanori Iimura, Instructor Chemistry Department
Dr. Katy Jamshidi, Instructor, Biological Sciences
Ms. Stephanie Jarrett, Manager, HR/Training & Compliance, Human Resources
Mr. Kerry Loewen, Dean of Arts and Humanities and Committee Chair
Ms. Michelle Hughes Markovics, Instructor Behavioral Sciences Department and Committee Co-Chair
Ms. Mai Nazif, Instructor, World Languages Department (on Petaluma Campus)
Ms. Anita Rich, Administrative Assistant, Arts and Humanities

Absent:

Dr. Kent Wisniewski, Instructor, Behavioral Sciences Department

The meeting of the Study Abroad Committee began at 8:30 a.m. on Friday, September 8, 2017 in Doyle Library, Room 4243 (Santa Rosa Junior College Campus) and video conferenced to Call Building, Room 632 (Petaluma Campus).

Welcome and Introductions:

Ms. Michelle Hughes Markovics, Instructor Behavioral Sciences Department, has assumed the position of co-chair.

The Study Abroad Committee welcomed four new committee members:

Dr. Rima DasGupta, Instructor, Behavioral Sciences Department
Dr. Katy Jamshidi, Instructor, Biological Sciences
Ms. Stephanie Jarrett, Manager, HR/Training & Compliance, Human Resources
Mr. Kerry Loewen, Dean of Arts and Humanities and Committee Chair

Committee vacancies—Two students are part of the membership structure. Anita Rich, Administrative Assistant, will research the process on filling those vacancies.

November holiday—The Study Abroad November 10th meeting coincides with the Veterans' Day Holiday. The committee decided to reschedule that meeting for November 3. Meeting time will remain the same. Committee will be apprised of location when determined.

Updates:

Consortium—On August 12, 2017, Mr. Kerry Loewen, Study Abroad Chair and Dean of Arts and Humanities, attended the AIFS consortium departure meeting at Diablo Valley College. One idea that was proposed was charging students a \$100 fee to offset administrative costs. Ms. Mai Nazif, World Languages Instructor, objected to this possibility. She felt that it would increase costs that were already burdensome for most students. Mr. Loewen said he would investigate this suggestion further.

Another proposal was establishing a prerequisite of completion of a six-unit load to enter the program. This will prevent first-time freshmen from entering. Such a condition might also have an adverse effect of preventing older students from entry.

Should this policy be implemented, the desired goal is to allow students from four year universities, e.g. Sonoma State University, to participate. Loewen said that this will help to subsidize the costs of the program. This decision is also a work in progress, and Loewen will keep the committee informed of its progress.

Also, the articles of operation for the consortium need to be updated. He explained to new members that the consortium consists of three other colleges: Diablo Valley College, Sacramento City College, and Skyline College. Any agreement or decisions are ultimately made by the VPIs. The colleges serve in an advisory capacity.

Title IX Training

Because of an incident involving another college during the London trip last fall, Title IX training is required for all Study Abroad students. Stephanie Jarrett, Human Relations/Training and Compliance Manager, offered Title IX training to all Barcelona Study Abroad students. An additional training is again offered on the departure date by a local officer.

Ms. Jarrett informed the committee that on September 7, 2017, the Secretary of the Department of Education, who oversees Title IX enforcement, announced that there may be some “roll back” on some of these regulations. Jarrett is still in the midst of sorting out some rather confused information. Loewen asked if the institution or even the state has the option of continuing enforcement as before. Ms. Jarrett answered that this was true. Jarrett also allayed any fears that if there is any substantial federal rescission of Title IX, California still has the permanent consent law which stipulates that students are trained.

Florence Spring 2017—Ms. Hughes Markovics, co-chair, will invite Jeanette Ben Farhat, the instructor of record for the Spring 2017 Florence trip, to address the committee.

Summer 2017 Program (Sicily/Southern Italy)—Hughes Markovics reported that this trip went smoothly. It really helped that only 22 students were enrolled because of the physical demands of the trip. There is an ongoing discussion regarding the maximum limit of 35. The administration feels that even Study Abroad classes must comply with district class size policies. Others differ. The matter is being discussed.

Barcelona Fall 2017—Classes begin next week, September 11, 2017. Instructor of record is Terri Frongia, World Languages Department.

Spring 2018—Loewen revealed that a Diablo Valley College (DVC) class was cancelled due to low enrollment. This resulted in a reduced load for one of the instructors. Currently Santa Rosa Junior College has about a quarter of the enrollment for the consortium. Loewen will be attending an AIFS retreat on October 30, 2018. He will present a report at the November Study Abroad meeting. The next pre-departure meeting is scheduled for January 13, 2018 at Skyline College.

Budget & Summer 2018—Due to low enrollments, there was an 18 percent across-the-board reduction in funding. The Study Abroad budget will continue to fund food purchases for departure parties, consultant fees, and travel to AIFS consortium meetings. Rich cautioned that the purchase of promotional items will probably be suspended. Luckily, it is her understanding that the supply of these items is more than sufficient.

Unfortunately, the Summer 2018 Study Abroad trip was part of this budget reduction. The committee was curious as to how this program impacted the district’s budget since much of the trip is funded by the consortium and students. Loewen answered that the district financially compensates instructors for recruiting students. Rich added that these costs totaled approximately \$6000.

Hughes Markovics objected to the fact that the committee was not informed of this decision. She asked for more transparency in the future.

Fall 2018—Albert Yu has been selected as the instructor for London.

Spring 2019—Destination is still pending

Faculty Selections for Academic Year 2019-2020 programs

November 27 to December 8, 2017—Screening of instructor applications
Interviews for instructors scheduled for Friday, January 19, 2018 from 9 am to 12 noon

Summer Programs

Reassigned Time (RAT)—Hughes Markovics explained that during the Fall and Spring semesters, 20 percent of the instructor’s load is re-assigned to allow time to recruit students. During the summer semester, adjuncts receive an additional amount of five percent base hourly pay if team teaching or ten percent if teaching singly. Contract faculty also have the option of receiving either base hourly pay (at the percentages cited previously) or re-assign time. Hughes Markovics felt that even this amount is not sufficient for the amount of work involved, but she hopes to have this policy codified.

Class Size Language as mentioned previously, this is still being discussed and the hope is to codify the policy once decided.

Community Ed Info—Hughes Markovics would like the committee to explore the similarities between the program that she offered in Summer 2017 and one offered through Santa Rosa Junior Community Education. Loewen said that he would make the inquiries.

Program Promotion and Support

Day Under the Oaks (DUO), LumaFest, PDA sessions, World Languages Day, and social mixers are some of the open houses and informational public forums used to promote the Study Abroad Program in the past. Other ideas were solicited. Loewen mentioned the Welcome Day forums. Jarrett suggested social media sites such as Facebook.

Meeting ended at 10 am