

UNIVERSITY OF NORTH ALABAMA

**INTERNATIONAL PROGRAM OFFERINGS COMMITTEE**

**Date, Time & Place:** Wednesday, January 22, 2014; 2:00 pm; GUC Loft

**Call to Order :** Dianne Dodson, chair

**Members Present:** Jeffrey Bibbee, Santanu Borah, Charlotte Cramer, Dianne Dodson, Dan Hendricks, Lina Barragan Novoa, Lillian Akin, Claudia Vance, Chunsheng Zhang, Jill Englett (proxy for Dhrumil Patel)

**Members Absent:** Robby Thompson, Pat Sanders (out of town at a meeting), Dhrumil Patel

**Minutes:** minutes of the November 22, 2014 meeting were approved as presented

**Old Business:**

1. Working Group Update: Jeffrey Bibbee gave an update report from the Working Group. There have been several meetings and good communication between the different departments and offices involved in study abroad. The desire is to make known to everyone the best practices that are in place. Some of the information shared from the Working Group included: Auxiliary accounts are being set up for study abroad trips, credit cards may be used for payments in person at the cashier's window, P cards are in Cindy Conlon's office, and the Controller asks that a two weeks' notice be given for payment requests.
2. Study Abroad Rationale: for the record, the following Study Abroad Rationale was agreed upon by the committee members via email:

*A 21<sup>st</sup> century education requires an understanding of and interaction with the global community. Study Abroad provides a systemic and deliberate opportunity to integrate global experiences into the UNA teaching, research, and learning experiences – beyond the virtual and abstract. Study Abroad achieves the goal of cultural exposure necessary to be successful in a culturally and economically-integrated world.*

**New Business:**

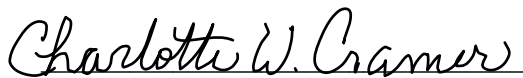
1. Policy for Staff Study Abroad awards: With the establishment of Staff Study Abroad awards out of the VPAA office, the IPO committee was asked to establish a policy for awarding. Discussion centered on the following points:  
Write a letter of rationale for wanting to apply and how the trip will benefit the job or position;  
Have a letter of recommendation from direct supervisor.

There would need to be a statement concerning the need for reimbursement to the University if the trip did not make. There was discussion also on the financial procedure for a staff member since this was from the VPAA office.

2. Decisions on Staff Study Abroad Awards: four applications were presented and discussed. S. Borah moved and J. Bibbee seconded that the applications all be approved. Staff members are Bret Jennings, Bethany Oliver, Sarah Murray, and Kathleen Richards. Unanimous approval by the committee.
3. Additional Request from Bruce Gordon for a late applicant: A Mandarin-speaking staff member is asking to participate in the study abroad trip to China being led by Dr. Bruce Gordon. This would be a benefit for the team members to have a translator on the trip. Discussion concluded with the decision to table until the next meeting in order to make sure the study abroad trip will make with the adequate number of participants.
4. The second round of scholarship application deadline is February 15, 2014. Voting on these will be at the February meeting.
5. Other Discussion items: Dr. Zhang announced that iNext insurance is now going to being handled through the Dean or Department Chair's offices. There is a need to have a guideline for community participation in the study abroad trips. A community person needs to enhance the experience and not be a detriment or distraction. Additionally, there were some questions for discussion from D. Hendricks concerning what is keeping students from applying for study abroad financially.

**Adjournment:** 3:10 pm

Respectfully submitted,

  
Charlotte W. Cramer