Education Abroad Committee Meeting  
Wednesday, April 28, 2010

**Present:** Debbie Danna, Ric Bell, Tony Decuir, Wing Fok, Josh Daly, Blanca Anderson, Catherine Zeph, Keith Gramling  **Not present:** Pat Hugg  **Minutes taken by:** Susan Dempsey

1. Minutes from March 18th meeting amended and then unanimously approved.

2. Old Business
   a. The committee discussed the trip to Haiti led by Dr. Montes and were informed by Ric Bell that the group went independently but all students were required to sign a waiver that apparently did not make a reference to the travel warning. The EAC recommended that in the future any waivers required to be signed by a student studying abroad or traveling to a location with a travel warning or alert from either the State Department or CDC, must include a reference and requirement that the student has read the alert or warning.
   b. The expansion of the charge of the EAC approved on 3/18/2010 should be sent to Fr. Dziak prior to submitting to the Provost.

3. New business
   a. Exchange with Massey in New Zealand
      Approved based on current approvals from Colleges of Business and Social Science.
      Once the other colleges have approved, program application and exchange agreement will be sent to the Provost for approval.
   b. College of Business affiliation with the Caribbean Institute.
      Following a presentation by Dr. Wing Fok on the pros and cons of the College of Business affiliation with the Caribbean Institute of Quality, the EAC approved the affiliation with the following recommendations:
      1. Any use of the Loyola logo must be approved by the Office of Publications.
      2. The Dean must designate a faculty member to monitor the academic quality of the courses. Dr. Goolsby was recommended for this position.
   c. Question on Policy for Faculty Led Study Abroad program to remain on-site for entire duration of program. The EAC approved the following procedure
      **Loyola expects faculty who teach in Loyola programs to remain on-site for the entire program.** There may be situations where it is acceptable for faculty to remain for only part of the duration of the program or divide a class between 2 faculty, each coming for a portion of the program, but these situations should be approved by the program director. In cases where there is a disagreement with the program director or the program director or onsite director will only be present for part of the program, these should be reviewed by the Education Abroad Committee or CIE.
   d. The EAC approved the following revisions to the Emergency Protocol (noted in red).
The Crisis Response Team may include the following individuals depending on the nature of the crisis or may be the Education Abroad Committee plus the Director of University Police and the Director of Counseling and Health Services:

- Director, CIE
- Associate Provost
- Deans
- Director of Risk Management
- Director of University Police
- Designated program directors
- Director of Public Affairs and External Relations
- Director, Counseling and Health Services
- Vice President for Student Affairs (or designee)

**Emergency Cancellation or Termination of Programs**

If based on the recommendation of the Crisis Response Team, the provost determines that a program should be cancelled or terminated due to an emergency or crisis situation, the process for notification and refunds will be determined by the Crisis Response Team. Public Affairs will be notified so that all university communications will be consistent.

e. We will schedule 3 Education Abroad Committee meetings per semester.

Meeting adjourned at 4:00 pm