Education Abroad Committee Meeting  
Thursday, January 27, 2011  
Monroe Library, room 334

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

1) Minutes from November 2\textsuperscript{nd} unanimously approved with a suggestion of more appropriately recorded minutes.

2) Old Business  
   a) It was decided that this committee should discuss curriculum issues as they relate to study abroad and risk management but the committee should not consider specific academic content. Debbie Danna will draft language to explain the issues and the process for program approval. Debbie Danna and Tony Decuir will go to the University Senate and explain the scope of this committee. – \textbf{Motion Carried}

   b) Because the Law School is subject to ABA requirements, this committee would like to exclude the Law School from this committee – \textbf{Following the discussion of this motion it was decided that} Tony Decuir should discuss with Ed Kvet, Provost, the Law School exclusion from this committee because of risk management issues– \textbf{Motion Carried}.

   c) Turkish Exchanges approved  
      i) Koç exchange is delayed because the general counsel has not yet approved the new Exchange Agreement.

   d) State Department Travel Warnings  
      i) The committee discussed the new Policy for Study Abroad in Sites under a State Department or Center for Disease Control Travel Warning.
      ii) Josh Daly suggested bolding and highlighting key parts of the policy to make it more readable and less intimidating. Debbie Danna will revise the policy.
      iii) Debbie Danna monitors State Department Travel Warnings and it will be her responsibility to ensure that the appropriate individuals complete the application.
      iv) There was much discussion on the subject of refunding fees due to cancellation or continuation of trips following the issuance of a travel warning. Ric Bell has once suggested adding a surcharge to build up a fund for this very purpose.

   Final language to be included in the policy under Section (5)(b)(i) “Prior to the start of the program, students will be permitted to withdraw and every effort will be made to find an alternate program. Every will be made to refund any fees but the actual amount of refund will be determined on a case by case basis.”

   v) The new policy on Travel Warning was approved with the above change and any others that Debbie Danna makes for simplification. – \textbf{Motion Carried}.
      vi) Once the process is revised, Debbie Danna will and send to the Provost for approval before implementing.

3) New business  
   a) Approval of continuing programs will happen annually and all current programs were approved. – \textbf{Motion Carried}.
      i) If it’s the same program but a different location, i.e. Latin America program, the CIE Director or Risk Management Director can make decisions.
b) The question of who should go on site visits was not decided and was left to the CIE Director to decide.

c) Laura Murphy, English Dept, is going to Ghana with a few students (3) and has asked if this should be a Loyola sponsored trip. Committee thinks no, it should not be a Loyola trip and that a waiver should be given to any students traveling with Professor Murphy.

Meeting adjourned at 11:45am