Education Abroad Committee Meeting
Thursday, March 3, 2011
Monroe Library, room 334

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

1) Minutes from January 27th meeting unanimously approved.
2) Old Business
   a) Report on Handbook Committee –
      i) Law School participation - Debbie Danna, Ric Bell and Dr. Kvet met with Dane Ciolino, Pat Hugg and Dean Kathy Lorio of the Law School to discuss Law School study abroad programs and university study abroad procedures particularly as they relate to health and safety issues, program approval and the Education Abroad Committee. The Law School did agree to abide by the new policy regarding study abroad in countries where there is a travel warning because Ric Bell reported that the university is not insured for programs in countries where there is a travel warning. Because the meeting left the specifics somewhat unclear, Debbie Danna sent an email to the attendees confirming what was decided and proposing procedures for areas that were unclear. Debbie was informed that Dean Lorio would meet with the Provost to discuss the Law School concerns. The proposal to be a handbook committee is on hold until this issue is decided. Tony Decuir suggested looking at ABA Protocols for Study Abroad.
      ii) Concern regarding committee review of curriculum. The committee approved a change in the language under Sope: #4 It reviews curriculum issues as they relate to study abroad best practices. If necessary, we could add “...and not to the discipline itself.”
      iii) New Name of committee will be International Education Committee.

b) Faculty trips with students – Debbie Danna brought back to the committee the issue of faculty trips with students because of the need for some type of registration due to health and safety issues. Discussion of types of trips, i.e occurring once or on a semi-regular basis. Laura Murphy is still going on her trip but with only one student.
   i) A travel registration should be implemented for faculty travel with students on non-credit programs, conferences, travel related to grants, etc. CIE will develop an application to include the following:
      (1) For faculty
          (a) Health and safety inventory
          (b) Emergency contact numbers
          (c) Program dates
          (d) Post-trip report
      (2) For students
          (a) Release
          (b) Health questionnaire
          (c) Emergency contact info
          (d) Required purchase of insurance
ii) All trips should be approved by the Dean and/or Dept. Head; if this approval is not granted, this committee should have the position that EAC does not condone the trip.

iii) Debbie Danna will write up the procedures.

3) New Business
   a) Glasgow Honors Program is approved unanimously.
   b) Wing Fok brought an MOU with Caritas Francis Hsu College to the committee. Dr. Fok stated that while there is a small likelihood of having an exchange with them, they are the only Catholic University in Hong Kong; and there is the possibility of future developments with the institution. The institution requires an MOU before they work with Loyola on any specifics. Any exchanges or other collaboration would require an additional agreement and an application to the committee. Because the MOU does not obligate the university, the EAC did not have any problem with the MOU. Dr. Fok will change the current language of the MOU and send it to Debbie Danna and Ric Bell then onto Tony Decuir who will send the final and edited version to Ed Kvet and Gita Bolt.
   c) Outline of Faculty Handbook – Debbie presented an outline of the faculty handbook. The discussion focused on family members coming on the trip. This issue will be presented as a guideline, based on a previous discussion with the committee.

   Meeting adjourned at 11:27 am