In Attendance: Pauline Gagnon (Dean, COAH), Lynn Anderson (Tours Program, Committee Chair), John Blair (Oldenburg Program), Casey McGuire (for Chad Davidson, Spoleto Program), Ana Zapata-Calle (Costa Rica), Jacob Harbour (Theater representative), Chuck Lipp (co-director, History Program in France, non-voting)

Dean Gagnon addressed the committee, promising $5000 toward the matching funds and reporting that $5000 remains in the Study Abroad Foundation Account established last year. Sources of further funding in the foundation account include funds donated for study abroad that are not designated for other specific study abroad scholarships within COAH.

The minutes from the October 17, 2016 meeting were approved.

The committee discussed a new formula. Instead of a three tier system -- more than six weeks, four to six weeks, and less than four weeks -- the number of days in each program will be used to construct ratios to divide up the funds. The spreadsheet will be constructed and populated at the end of the third week in February, giving the program directors time to come up with an accurate number of students. The results will then be communicated to the Dean of COAH so that she can respond to OEA before March 1.

Directors should make sure that their chairs are or have been in contact with COSS. COSS has contacted the FLL Chair recently to offer support for COSS students on FLL SA programs, although the amount has not yet been specified. Last year, for example, COSS provided $500 per COSS student. Perhaps other offices should also be asked for support. In addition to the Honors College, which always provides some support, COSM and the Center for Interdisciplinary Studies could be asked for support.

Directors agreed that students with short- and medium-term money issues should be supported by bridge loans and/or an award transfer document (sending award funds directly to programs). Lynn Anderson stated that Dr. Doyle has advised that bridge loan funds are no longer available, that she has asked OEA if a transfer document would be feasible, and that Dr. Doyle is looking into solutions. There was discussion of the late payout date for General Scholarship Awards and financial aid in general. We should check again if such a late date is really necessary because of federal regulations.

A year ago, committee members voiced some concern about new policies and had talked about a subcommittee to present these concerns to Dr. Doyle. John Blair said that some of the concerns had clearly been communicated via other channels and seem to have been addressed, such as the reserve fund limitation and the two-staff requirement. Issues directors continue to find problematic include:

*the formula currently used to compensate directors
*requirement to pay airfare deposits from new agency accounts rather than the prior year’s accounts, resulting in delays and increased airfare costs
*Terradotta (its expense, its usefulness)
*the cost of the online payment system, and the fact that that cost is born by programs
*per diem limitations

There was discussion of these issues. Chuck Lipp suggested that the new accounts could be created earlier, even before programs were officially renewed and the final accounting was finished. Participants agreed that this idea seemed feasible and should be checked out.

After the idea of a subcommittee was rejected, TerraDotta and the director stipend were also discussed. No one defended TerraDotta, and most agreed the director stipend formula didn’t adequately recognize the work done prior to departure. It was agreed that these issues should be further outlined in a document the committee would collaborate on and approve via email, then forward to the Dean. The document would then be provided to Dr. Doyle and serve as the basis for discussion with her at the committee’s next meeting.

The minutes from April 11, 2016 were approved. The committee agreed to hold its next meeting at 10 a.m. Thursday, March 30 in the COAH Dean’s Conference Room, and the meeting adjourned.

Minutes submitted by John Blair and Lynn Anderson