COAH Study Abroad Committee Minutes
10 a.m. Thursday, March 30, 2017, COAH Dean’s Conference Room
In Attendance: Pauline Gagnon (Dean, COAH), Lynn Anderson (Tours Program, Committee Chair), John Blair (Oldenburg Program), Casey McGuire (Spoleto Program), Ana Zapata-Calle (Costa Rica), Steve Goodson and Chuck Lipp (co-directors, History Program in France)

The February 7 minutes were approved.

Concerns with Office of Education Abroad (OEA) policies. While Dr. Doyle was unable to attend today’s meeting, she discussed the issues the committee raised in Appendix A during a March 28 meeting with Dean Gagnon and Lynn Anderson to share at today’s meeting, with any additional questions to be addressed by Dr. Doyle at the April meeting. Anderson shared the following information based on this prior meeting concerning the following issues:

- **Airfare Deposits.** While in the past directors could pay airfare deposits from the prior year’s account in order to secure lower airfares in a timely way, thus reducing program fees and saving students money, this has not been permitted in recent years. The committee wishes to resume the prior practice unless the new restriction is based on legal/regulatory requirements or USG/UWG accounting policies.
  
  **Action:** because Dr. Doyle reported that this matter is outside her purview, Anderson will raise this with the Controller’s Office.

- **TouchNet credit card user fee borne by all students rather than individual users.** The committee questions the need for adding a blanket credit card convenience fee to the entire study abroad program cost rather than charge this to individual students who choose credit card payments, as occurs with the Bursar’s Office. The Bursar offers cost-free online payment through e-check—would this be available on Terradotta such that the credit card fee is borne only by individuals who use this method? This would reduce program fees and save students money.
  
  **Action:** because Dr. Doyle reported that this is outside her purview, Blair will engage with IT on this matter.

- **Terradotta expense and usefulness.** The committee discussed Dr. Doyle’s statement that Terradotta’s fees will go down, the importance of having data stored in an online, secured platform, and Dr. Doyle’s request for a list of improvements from SA directors. Per Dr. Doyle, this is not a BOR program but a number of other institutions use it.
  
  **Action:** SA directors will continue to evaluate Terradotta’s expense and usefulness, and submit improvement requests to OEA as needed.

- **Study Abroad Director’s Stipend.** The committee discussed Dr. Doyle’s statement that she is implementing Education Abroad Advisory Council (EAAC) recommendations on stipends and that a change in policy from the council would be needed to change these recommendations. Different past approaches to funding directors’ stipends were discussed.
  
  **Action:** the committee discussed that the next step would be to raise this issue with the EAAC this fall when a Study Abroad Committee member will take the place of Molly McCullers, who is cycling off.
SA Committee & Office of Education Abroad Collaboration. Anderson shared that at the March 28 meeting with Dean Gagnon and her, Dr. Doyle expressed OEA’s commitment to assist SA directors in planning and executing SA programs and to streamline SA processes where possible. The group agreed to identify items in these areas via email for Dr. Doyle to address at the April meeting.

Office of Education Abroad Advisory Council. Molly McCullers, current COAH representative on the OEA Advisory Council, will cycle off the committee at the end of this year. Given that each dean sets the process for selecting representation, the group voted to recommend option 2 below to the Dean as the source for selecting COAH’s next OEA Advisory Council representative:

1. This rep is always the current chair of the COAH SA committee, or
2. This rep is always a member of the current COAH SA committee

Support from other UWG areas for students on COAH study abroad programs. Anderson reported that in mid-March she requested COSM’s Dean to consider support for the 15 COSM students in COAH study abroad programs, that he expressed support for study abroad, and that he would raise this issue with COSM’s chairs.

Liability insurance for study abroad directors. After considering the USG’s statement on liability coverage for faculty and staff during study abroad programs and Jane Simpson’s emails to Anderson regarding this coverage, SA directors feel it is still advisable to purchase additional liability coverage from venues such as AAUP.

Other business. The group discussed the need to reinstitute bridge loans and to make financial aid available to students much sooner. All directors reported this would greatly ease the difficulty students are having making the needed program payments.

Minutes submitted by Casey McGuire and Lynn Anderson.