

# **EGSC Study Abroad Committee Meeting Minutes**

February 15, 2017

11 am in Swainsboro (G.L. Smith Conference Rm/Polycom)

**Type of Meeting:** Scheduled meeting

**Meeting Facilitator:** Ms. Jessica Todd, Chair

**I. Call to order** (11:07 am)

**II. Roll call:** Vicki Sherrod, Kat Moore, Sheila Wentz, Mina Vora, and Jessica Todd. Absent: Dr. Tom Caiazzo and Dr. Carmine Palumbo

**III. Approval of Minutes:** A motion was made to approve the Minutes from the Jan 25, 2017 Study Abroad Committee meeting. There was a second, and the minutes were approved.

**IV. Open issues**

1. EGSC Study Abroad Website: It was noted that Ms. Todd would work with Ms. Moore on the updates for the website. She is currently working on revising the fillable form Study Abroad Application and revising the information on the Costa Rica website's page.
2. Guide for Study Abroad Directors: Ms. Todd will be working with the Director of Study Abroad, Dr. Palumbo to revise the old Guide for Study Abroad Directors.
3. MOWR Policies for Study Abroad: This issue will be addressed at the Faculty Senate on Friday, Feb 17<sup>th</sup>.
4. Update on Programs: It was noted that the Costa Rica Maymester Program had received several applications and had students who had paid deposits on their program fees. It was noted that Dr. McKinney had expressed that there were a few students who had expressed interest in the Quebec, Canada program, but the Director of Study Abroad had not received applications for this program yet.
5. Payment of Program Fees Online: At our last meeting, Ms. Todd inquired about whether students would be able to pay their Study Abroad Program fees online. Mrs. Wentz researched this question; unfortunately, students will not be able to pay their fees online because EGSC does not have a setup like Marketplace (which is used at GSU) in which students can pay their fees. They will need to either come to the Business Office to pay their fees OR they can call the Business Office and pay via the phone.

**V. New business**

1. Marketing/Promotion: Ms. Todd discussed marketing of the upcoming Costa Rica Information sessions with the committee. She asked for assistance from Ms. Moore and Mrs. Sherrod with emailing students and using the EGSC texting system to convey upcoming information sessions to students.

**VI. Adjournment** (11:35 am)