

# East Georgia State College Study Abroad Committee

## Meeting Minutes

September 4, 2015

10:00 a.m., Swainsboro Campus, Room B171

Type of meeting: Initial Committee meeting

Meeting Facilitator: Dr. Carmine Palumbo, Director of Study Abroad

- I. Call to order (10:00 a.m.)
- II. Roll call/Attendance: Dr. Carmine Palumbo, Ms. Vicki Sherrod, Ms. Karen Curl, Dr. Tom Caiazzo, and Ms. Jessica Todd.
- III. New Business
  - a. Election of Study Abroad Chair: Dr. Tom Caiazzo made a motion to nominate Ms. Jessica Todd as the Chair of the Committee. Dr. Palumbo seconded this motion. The motion was voted on and approved by all in attendance.
  - b. Proposal Form I for Study Abroad Programs: Dr. Palumbo informed the committee that the current Study Abroad Proposal Forms were in need of an update; our current forms were in need of improvements based on past experiences. He distributed handouts of our current Proposal Form I and the group discussed it.
  - c. Preliminary Study Abroad Proposal Form: Dr. Palumbo sent out a Preliminary Study Abroad Program Form to professors who expressed interest in creating a new Study Abroad Program (this form is a shortened version of Proposal Form I). He asked that they complete this form and submit it to the Study Abroad Committee before our next meeting date (Sept 18), so the Committee may review them.
  - d. Future Meeting: The next meeting will take place on Sept 18 at 9:30 am in B171; at this meeting, we will review the Initial Study Abroad Proposal Forms. In addition, we will discuss changes for the Proposal Form I.
- IV. Adjourn

At 10:55 am, there was a motion to adjourn. The motion was seconded, and all were in agreement.