

# East Georgia State College Study Abroad Committee

## Meeting Minutes

October 2, 2015

9:30 a.m., Swainsboro Campus, Room B171

Type of meeting: Regular Committee meeting

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

- I. Call to order (9:50 a.m.)
- II. Roll call/Attendance: Dr. Carmine Palumbo, Ms. Vicki Sherrod, Dr. Tom Caiazza, Ms. Katelyn Moore, and Ms. Jessica Todd.
- III. New Business
  - a. Clery Act: Dr. Palumbo discussed the need for Study Abroad Programs to address the Clery Act and have a procedure within the Study Abroad Manual to guide Study Abroad Directors and Faculty in case a student becomes a victim while abroad. He read through a scenario of a student being assaulted on a program trip and then asked for feedback on what would be the proper procedure in dealing with this situation. After discussing the scenario, he suggested that we invite Mary Smith and Tracy Woods to our next meeting in order to address the Clery Act and how we can implement procedures into our Study Abroad Manual.
  - b. Workshop on Proposal Form I: The committee took a look at the Proposal Form I for the Quebec and Costa Rica Programs. After which, they gave feedback to the director concerning items that might need to be changed or addressed. The Spring Break in Paris 2016 Program was not presented at this time; it is still under construction. Dr. Caiazza made a motion to approve the Costa Rica program's Proposal Form I. Ms. Sherrod seconded the motion, and it was approved.
- IV. Adjourn

The next meeting will take place on Oct 16<sup>th</sup> at 10 am in B171. There was a motion to adjourn, and it was seconded. All were in favor (10:58).