USG System Council on International Education (SCIE)
Study Abroad Subcommittee (SAC) Meeting Minutes Notes

Date: Friday, January 31, 2025
Location: Virtual Platform on Microsoft Teams
Time: 11:00 AM – 12:00 PM

Attendees: Leah Dianne Hicks, Sasha Cokuslu, Jennifer Evanuik, Eric Spears, Tammy Rosner, Cassie Danekes, Trent Hester, Funwi Ayuninjam, Lorie Johns Paulez, Hannah Chisolm, Erinn Bentley, Alina Opreanu, Christian Canizales, Lauren Powell, Ilana Blumenfeld-Gantz, Yana Alexandrovna Cornish, Danielle Smith, Anne Claudine Gaquere-Parker, Lexie Baker, Erin Rasche, Clement Quinones-Reyes, Christy Flatt, Kendra C. Russell, Raquel Aponte (24)

I. Welcome

1. **Message from Past Chair:** Leah Hicks Chair, Chair

   a. **Meeting started at 11:01 AM**

II. Approval of Meeting Minutes

1) **Review and Approval of November 2024 Minutes**: Sasha Cokuslu, Vice Chair

   a) **Approval Status**: Approved

III. System Updates:

1) **UWill Service**
   a) This website where you can find your campus contact for more information was shared during the meeting: https://www.usg.edu/mentalhealth/institution_info

2) **Course Attributes**
   a) GeorgiaBest USG Website: https://www.usg.edu/georgia_best/
      (1) Go to 'Application Development and Support'
      (2) Go to 'Business Processes'
      (3) Single Sign On – Use USG Credentials (i.e. your login credentials with your institution to login)
      (4) Go to 'Data Collections'
      (5) Go to 'Course Section Attributes Business Practice' – Course attribute changes will display technical attributes within Banner.

      (6) In the Course Attributes Manual, look under the 'Study Abroad Course Section Attributes' Section C for directions on how to add this attribute. All details are required to be input for study abroad programs.

      (7) Your institution may also opt to assign the Diversity / Global Learning attribute in the 'High Impact Practice Course Section Attributes' Section D to globally focused courses if you want to track Internationalization at Home.

  b) **Course Attributes Report Details**

    i) Tammy Rosner maintains a report of all USG Schools' attributes as provided by each institution.

    ii) The attributes report provides an overview of institutions, course sections, and number of impacted students.

    iii) It will also include data on study away programs, diversity/global learning, and international virtual exchange, if those have been reported.

  c) **Ensuring Course Attributes are Reported**

    i) If an institution or course is not included in the report, Education Abroad Offices must coordinate with their Registrar to ensure the appropriate course attributes are added.

    ii) Course attributes must be recorded for every course to ensure accurate reporting.

  d) **Discussion on Course Attribute Entry**

    i) Some committee members raised concerns that Registrars may only be entering general course details or for only some courses.

    ii) The USG wants all details entered, and there is a discrepancy in how institutions input this information.

    iii) The USG is requesting a more comprehensive approach to ensure accurate representation.

  e) **Institutional Priorities on Data Reporting**

    i) The Chancellor places significant importance on data and dashboard reporting within the USG.

    ii) Internally, the report is reviewed in Chancellor and Cabinet meetings, making it a critical tool for representing schools' numbers.

    iii) Institutions that do not properly report course attributes risk underrepresentation in institutional data. This report is the official record of participation in study abroad for the USG.

  f) **Collaboration on Course Attribute Processes**

    i) Institutions discussed strategies for understanding and managing the course attribute process effectively.

    ii) Additional discussion on course matriculation, including how course attributes should be applied.

    iii) It was noted that some attributes are not currently counting towards required credits or designations, which needs further review.

3) **Instructional Site Form**

  a) There wasn't much shared on this topic during the meeting. The main point of discussion was whether there is a link to the instructional site.

4) **USG Study Abroad Directory**

  a) USG Study Abroad Directory Website: https://www.usg.edu/international_education/study_abroad/directory

  b) This topic was discussed in the main meeting at 10:00 AM.

c) A recap of Tammy Rosner's earlier remarks emphasized the importance of keeping the study abroad directory up to date. A new program registration form is available, and ensuring these records are current is essential. An institution can export their list of study abroad programs currently in the directory to review and correct, and then import the updated list. Tammy requested that all institutions update their program list ASAP.

d) If you do not already have access to the directory, reach out to Tammy Rosner.

IV. Discussion: Leah Hicks, Chair

1) **Audit**

   a) **Updates**

      i) Opened the floor for participants to share insights and experiences related to the process.
      ii) Awaiting further guidance from the USG on a higher level of reporting.
      iii) Some institutions remain in a holding pattern while awaiting further direction from the USG on the rating system and next steps.
      iv) Audits have been lengthy and detailed, with significant focus on financial aspects and identifying gaps that require additional support.

   b) **Identified Areas for Improvement**
      i) The audit process has highlighted opportunities for program enhancements and the need to address specific gaps.
      ii) Some institutions received valuable recommendations, such as establishing a study abroad committee to assist with program reviews and oversight.

   c) **Key Takeaways from Audit Feedback**
      i) Institutions found it beneficial to receive clear guidance from auditors on necessary actions and financial adjustments.
      ii) A major takeaway was ensuring that institutions follow through on stated commitments in a reasonable and efficient manner.
      iii) The audit review process provided valuable insights into day-to-day operations that may not have received prior attention.
      iv) Encouraged continued discussion moving forward.

2) **Insurance**

   a) Some institutions are still in the early stages of implementing the new insurance but were invited to share their experiences and challenges.
   b) Several participants noted difficulties with the new insurance, including:
      i) Inability to verify enrollment in the system.
      ii) Issues with setting up medical assistance.

iii) Areas for improvement for both staff and students, as the process has not been as seamless as anticipated.
c) The **USG Feedback Form** was mentioned as a possible tool for addressing concerns. However, further discussion is needed on whether this is the best way to provide feedback or if alternative methods should be considered.
d) Overall, feedback is limited, as many have not yet had significant interactions with the new insurance. It is expected that by summer, more institutions will have experience with the system and can provide more comprehensive feedback.

VI. Announcements

- **Next Meeting Date**: September 26, 2025

Action Items & Responsibilities

- Mark your calendar for September 26, 2025 (TBD) for the next meeting

- Member at large position - TBD

Meeting Adjourned at: 11:51 AM on Friday, Jan. 31, 2025