

**Meeting Name:** Global Learning Committee

**Meeting Date:** October 26, 2018

**Time Begin:** 12:00 p.m. **• Time End:** 1:30 p.m.

**Timekeeper/Recorder:**

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| **Topic/Item** | **Presenter** | **Allotted Time** | **Key Points**Provide 50 words or less on expected outcome | **Category**(Use underline to highlight) |
| **Introductions** | All | 5 minutes | Welcome to new members; discussion of administrative member | DiscussionDecisionAdvocacyInformationDocument |
| **Charter items** | Ida | 5 minutes | Discuss the addition of the definition of a quorum, adding an administrator to membership, rotation, meeting schedule | DiscussionDecisionAdvocacyInformationDocument |
| **Report from Handbook Subcommittee** | Sue M. | 10 minutes | The handbook subcommittee began working on the student handbook on October 15th. | DiscussionDecisionAdvocacyInformationDocument |
| **Website** | Ida | 5 minutes | Update on progress towards a CCC Global Learning website | DiscussionDecisionAdvocacyInformationDocument |
| **Speaker survey** | Ida | 2 minutes | See additional documents | DiscussionDecisionAdvocacyInformationDocument |
| **Institute of Study Abroad Ireland permanent dates** | Sue M./Ida | 5 minutes | Consider offering permanent dates devoted to CCC at ISAI in December | DiscussionDecisionAdvocacyInformationDocument |
| **CJ proposal** | Ida | 10 minutes | Do we want to consider recommending approval? | DiscussionDecisionAdvocacyInformationDocument |
| **Irma’s idea about approved providers** | Irma | 10 minutes | Inviting local providers to present at future meetings | DiscussionDecisionAdvocacyInformationDocument |
| **Budget/expenditures** | Ida/Sue G. | 20 minutes | Develop budget/decide on process for expenditures | DiscussionDecisionAdvocacyInformationDocument |
| **Library resources** | Sarah via Ida | 2 minutes | Starting a global learning repository | DiscussionDecisionAdvocacyInformationDocument |
| **International Education Week** | Ida | 5 minutes | Any ideas on promotion? | DiscussionDecisionAdvocacyInformationDocument |
| **Costa Rica update/fundraising/decision on expenditure** | Ida | 10 minutes | CR class’s Gofundme page, vote or make a decision on donating | DiscussionDecisionAdvocacyInformationDocument |