**Global Learning Committee**

**Minutes 01/24/20 RR: 220 12:00- 1:30 Draft 1**

**Attendees:** Ida Flippo, Martha Bailey, Sue Mach, Michael Patterson, Jennifer Bown, Sue Goff, Irma Bjerre, Carol Dodson, Kerrie Hughes,

**Excused:** Ernesto Hernandez, Melissa Padron, Kurt Lewandowski

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| **Topic/Item** | **Key Points** |
| **Welcome and Introductions** |  |
| **Administration and ISP** | * Sue met with David Plotkin who has requested a debrief for the recent Ireland trip. Ida will contact Sarah to identify who needs to attend debriefing.
* Need to finish policy, procedure handbook ASAP per David.
* Sue presented policy to ISP today… minor language edits.
* Procedure: - two items of interest to ISP committee. Does GLC provide initial recommendation for Intent to Lead application - Yes
* International/Domestic/Overnight/Day trips procedure needs to be amended and have 3 separate sections outlining steps in the process. Sue will make minor edits and take back to ISP in two weeks (February 14th) then on to College Council hopefully on February 21st. Handbook needs to be completed by that date.
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| **Marketing** | Lori Hall is working on marketing (posters, brochures etc.) for Ireland trip. The marketing materials will be available before end of this term. CCC study abroad email has been established.Cost for the Dec. 2020 trip is probably more than $3000 based upon the most recent trip.  |
| **Communication Class Requirements** | COMM 140 vs 218. Which is better for pre-nursing students? COMM 218 transfers to more degrees so this might be better choice so more students could take advantage of credits from other disciplines. |
| **Re-entry Meeting for Dec 2019 trip** | * Re-entry meeting date not identified yet.
* How students can speak to their experience on the trip so that it would enhance their resumes. Work sheets are available. Reviewing of re-entry surveys done pre-trip and then completion of post survey. Very important to capture this data… Cost is $20.00 per student.
* Survey required for students who went on Dec 2019 trip.
* Need to have additional survey to just evaluate how students felt about the trip.
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| **GLC Faculty Handbook** | Reviewing of standards on Forum of Education Abroad to assist creation of our CCC GLC faculty handbook. Various standards reviewed and discussed. [www.ForumEA.org](http://www.ForumEA.org)Mission Statement of GLCLearning Goals specific to each class/coursePre and post requirements outlined (assessments included) |
| **IDEAS Grant** | Pursuing grant not approved at this time. |
| **Visit from Institute of Study Abroad Ireland** | Niamh and John from the ISAI will be here at CCC February 6th and 7th. Plan gathering to meet with foundation, administrators and faculty who have led and want to lead trips. Evening gathering too…need to plan |
| **Promoting GLC** | Have brown bags on our different campuses to inform faculty about GLC, new handbook and procedures. |
| **Suggestion** | * Create EXCEL spreadsheet to keep track of the time we each spend on anything related to GLC work, especially when planning a trip. Emails to and from students take an inordinate amount of time as well as completing all forms, collecting documents etc.
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Next meeting Winter Term 02/14/2020