

**Meeting Date:** May 8th, 2026**Meeting start:** 12:00 pm **End:** 1:40 pm**Global Learning Committee-**

Members present: Kaiwen Amrein, Keely Baca, David Badstubner, Martha Bailey, Jennifer Bown, Traci Boyle-Galestiantz, Isabella Caceres, Stefanie Diaz-Zavala, Kerrie Hughes, Jill Hult, Jessica Kissler, Patricia McFarland, Almir Methadzovic, Michael Patterson, Laurette Scott

**Meeting minutes:**

Approval of meeting minutes from 4/24- *Motion to approve*

**Ireland 2026 Updates:**

Jessica provided us with an update on their airfare options for the Ireland 2026 trip. They were able to connect with the business office and scheduling to discuss options.

- Opted into creating various Elevate links to collect fees from trip participants:
  - One for payment
  - One for registration
  - Fees will include paying for airfare, faculty travel, and miscellaneous costs (e.g., sweatshirts)
  - The Elevate links will go live when fall term registration begins.
- The business office confirmed the ability to reimburse the GLC FX account for the deposit coming from the COMM FX account and pay the airlines directly.
- Jessica explained their proposed strategy for the collection of fees by having soft and hard deadlines.
  - Soft deadline: Gives students time to gather funds
  - Hard deadline: Ensures payments meet airline requirements
  - Students who miss deadlines without follow-up communication may lose their spot. Waitlisted students would be invited to fill openings.

Jen suggested that the group think about making students pay a non-refundable deposit to hold students financially accountable for participating in the trip.

- Jessica mentioned that the business office offered to create a separate Elevate link that could separate the deposit from the full payment. That way, fees are collected separately to cover various trip logistics.
- Kerrie suggested setting internal deadline dates at least 5 days before the airline's deadlines to avoid additional airline group or ticket fees.
- Kerrie also recommended they review contract language carefully. Jessica confirmed they are working with Wesley Buchholz to review the contract.

### **Faculty-led Study Abroad Handbook Updates:**

The handbook was completed and sent to David Plotkin for review. However, under the new Shared Governance model, David has requested that we send the finalized handbook to the Teaching & Education Council for approval.

- Jen was able to schedule the handbook review as an agenda item during their first meeting next fall term.

### **Student Study-Abroad Handbook Updates:**

Jen shared that the group has been continuously meeting. They are almost done finalizing the student handbook.

- Jen found two resources that she would like to keep and share with students after returning from their trip.
  - Reflection/learning framework document (Lessons from Abroad Conference)
  - Gilman scholarship career development resources
- The group will be planning to finish the handbook by the end of the academic year.

### **Storage for GLC:**

Kerrie set up a Moodle page for GLC as a central location to store all GLC and study abroad documents. This will be used in the interim while we wait for Teams to be accessible.

- The Moodle shell will hold documents, forms, program resources, charter, goals, marketing materials, a list of service providers, and trip photos.
- Kerrie might plan to create an additional Moodle shell that will hold study abroad resources that prospective and current students, faculty-leads, and prospective associate faculty could view information and resources for any upcoming trips.

### **Membership process updates:**

Spent time reviewing the materials from the DEI committee and the Finance Council.

- There was interest from members in exploring redesigning future committee meetings with a similar model to the one the DEI committee currently uses (Large group meeting + subcommittee work sessions). This could increase productivity over the year.
- Reviewed the Finance Council Interest Form. Members agreed that the questions on their form could be replicated for our interest form. In addition, we could add questions related to participation expectations and commitment.
- Kerrie will plan to create the GLC interest form for everyone to review by the next meeting on May 22<sup>nd</sup>.

### **2026/2027 GLC Goals:**

Spent time reviewing and revising our 2026/2027 goals. Final approval of these goals will be voted on during the next meeting on May 22<sup>nd</sup>.

Below are the goals we officially decided to pursue academic year 2026 - 2027

1. Evaluate the Scholarship List
2. Explore Travel and Medical insurance options, CCC Insurance.
3. Exploring Funding
  - a. Explore New Travel Providers (airfare)
4. Create and Update GLC/Study Abroad Documentation
  - a. Create Study Abroad Packet, check off list
  - b. Create Exit Survey
  - c. Create a Board Report and presentation template
  - d. Check Off List Study Abroad
5. Explore Gillman Program opportunities for students and staff.
  - a. Advisor Position
  - b. Application Reader
  - c. Scholarship opportunities
6. Research fundraising opportunities to support trips and students (recurring and individual events).
7. Work toward the long-term goal of establishing a part-time study abroad coordinator.

### **June 12<sup>th</sup> meeting:**

June 12<sup>th</sup> is programmed to be our last meeting of the year. However, many faculty members expressed that they will be out of the office. Other staff will be involved with graduation ceremony prep and might not be able to join.

- Motion to cancel June 12<sup>th</sup> meeting was proposed- *Motion approved*
- Any business after the May 22<sup>nd</sup> meeting should be emailed to Kerrie.

### **Trip Updates:**

#### **Ireland 2027:**

- Tim Musgraves has committed to the Ireland 2027 trip with Kerrie. Laurette expressed interest in joining the trip, but as a supportive lead to help guide Tim throughout the process. Laurette can step down if needed to allow other associate faculty to participate.
- Kerrie has been having conversations with Niamh to work on including audio recording activities for David's courses. If they can include them, David B. would be an additional faculty lead on the trip.
- Kerrie expressed having early conversations with ISAI and pushing for them to align the curriculum to local experiences. This could allow for more variety of field experiences for participants and could engage associate faculty from many disciplines.

**Iceland 2028:**

- No major updates at the moment.
- Kerrie will be sending information from a new provider to the group.

**India 2028/2029:**

- Kerrie is still working on coordinating a meeting with the provider due to time/day conflicts.
- Keely suggested connecting with Jessica K. for guidance on travel to India.

**Next Meeting:** May 22<sup>nd</sup>, 2026