

Meeting Date: November 14th, 2025**Meeting start:** 12:03 pm **End:** 1:40 pm**Global Learning Committee-**

Members present: Keely Baca, Martha Bailey, David Badstubner, James Bryant-Trerise, Jennifer Bown, Kiti Capare, Stefanie Diaz-Zavala, Kerrie Hughes, Patricia McFarland, Almir Methadzovic, Michael Patterson, David Plotkin, Laurette Scott.

Welcome & New member introductions:

- Foreign Languages instructor, Almir Methadzovic, was introduced to the GLC committee members. Almir has extensive study and living abroad experience. Plans to join the GLC committee.
- The dean from Arts & Sciences, Ann-Mary Nash Haruna, has been assigned to our committee and will be joining GLC meetings on occasion starting winter term.

Approval of meeting minutes from 10/24- *motion to approve with minor edits*

- Stefanie will revise meeting minutes and send them out to the co-chairs for approval.

Global Learning FFX Funding:

- Hailey Stupansky is no longer our Foundations contact. In her place, Caitlin Sullivan will be our primary contact for any balance inquiries.
- Our current balance of our FFX fund is \$9,735.40.
- The committee agreed that a report back of FFX available funds should be shared at least once a quarter or when special requests are made.
- It was also suggested that creating an active spreadsheet with the balances and expenses would be helpful for committee members to review and have available.
 - Kerrie will plan to create a spreadsheet after the Ireland trip and include it in the Google Drive.

GLC CCC Faculty-Led International Travel Handbook Updates:

- The finalized version was sent to David Plotkin. Only about five minor edits were suggested by him.
 - David wanted clarification under the outcomes section related to minors participating in study abroad. He suggested that there needs to be a statement included early in the document to signal that we do not support minors in these programs. Students travelling internationally should be at least 18 years of age, due to liability issues.
 - He also plans to run this with someone more knowledgeable in risk management.
 - Kerrie will forward any current liability waivers for domestic and international travel to David P. for review.
- David recommended having this document sent out to three different groups for additional feedback: Student Support Council, Teaching and Learning Council, and the Director of Business Services.
- The Faculty-Led International Travel Handbook might need an addendum to include a section related to program cancellations. This is currently a section included in the Study Abroad

Student Handbook, but there isn't one in the Faculty-Led International Travel Handbook. Once that is included, it will go out to David again for review.

- Jenn B. will work on the edits and will send the document over to Kerrie again.
- Kerrie will create an updated link to the Faculty-Led International Travel Handbook in the Weebly website and GLC committee page.

Letter to Teaching & Education Council:

- Jenn B. and Martha B. worked on a letter that will be sent to the Teaching & Education Council with requests for additional support for our committee. The main areas where support was requested were related to advising (helping students plan courses related to study abroad programming at CCC) and financial aid (having a point person who could help answer questions related to student funding).
- The committee reviewed the letter and made some suggestions:
 - Deleted "Study Abroad" label from the Advising and Financial Aid Advisor requests to clarify that we need a point person in those areas, and not asking for a person related to logistical support (pre-departure, orientations, post-trip guidance) for study abroad participants.
- Jenn B. plans to send this out to the Teaching & Learning Council by Nov. 23rd.
 - Any feedback or edits need to be submitted before that date.

GLC Student "Handbook" Updates:

- Jenn B., Keely B., and Martha B. have met four times to work on developing the GLC Student "Handbook", using PCC's student handbook as a reference for our draft.
- Jenn B. would like feedback from the committee to go over all the different categories they plan to include in the handbook.
 - Feedback on first page: Does this fit our CCC students' experience--do they categories make sense?
 - *Provide at least one comment by Nov. 30th*
- A copy of the GLC Student "Handbook" will be available on Google Drive for access.

Google Drive:

- Kerrie was able to create a Google Drive to house all of the GLC Committee and Study Abroad Documents.
 - The Google Drive includes Kerrie's sabbatical documents, as well as all the documents we are using for study abroad programs or are currently working on for future use.
 - The drive has been named *Study Abroad Clackamas* to differentiate it from any personal Google Drive.
 - Documents for student and faculty use will be visible on the drive.
- Kerrie will provide access through email to all the committee members.
- Reviewing forms included in the Drive will be included as a future agenda item during winter term.

Membership:

- Currently, the GLC Committee is heavier in representation from the Arts & Sciences division.
- Our focus in winter will be to recruit members from other divisions to have a more varied representation.
- The topic related to membership will be postponed as an agenda item during winter term.

Cultural Center:

- Kerrie got in contact with Jill Freeman and the cultural center. Kerrie plans to keep in contact with Jill and the cultural center for collaboration starting winter term.

Promotional items:

- Our study abroad logo did not get approved by Kevin Anspach. It did not meet the college branding requirements.
- Promotional materials will be on hold until a logo is approved.
- Kerrie is following up with emails from Kevin to work on getting guidance for approval of the logo.

Trip Updates:

- **Ireland 2025:**
 - Final payment is due today. Final documents are also still being collected. Laurette has been working on getting the last signatures and documents collected.
 - 33 participants and 4 faculty members are confirmed to be going this December.
 - Orientation will be on Nov. 20th, and the group will be receiving their study abroad sweaters on the 19th.
 - The trip itinerary was finalized about a week ago.

All other future trip updates were not shared during this meeting. Trip updates will resume in winter term.

Next Meeting: Jan. 9th, 2026