

Meeting Date: April 10th, 2026**Meeting start:** 12 pm **End:** 1:38 pm**Global Learning Committee-**

Members present: Kaiwen Amrein, Keely Baca, Martha Bailey, Jennifer Bown, Stefanie Diaz-Zavala, Jill Hult, Jessica Kissler, Patricia McFarland, Michael Patterson, Laurette Scott

Welcome & Introductions:

Introduced Jill Hult (Communications/Theatre Arts), faculty lead for the Ireland 2026 trip.

Meeting minutes:

Approval of meeting minute edits from 2/13- *Motion to approve*

Approval of meeting minutes from 2/27- *Will be approved in the next meeting. Minor edits need to be finalized.*

Approval of meeting minutes from 3/13- *Motion to approve*

New developments for the Ireland 2026 trip:

Kerrie is no longer attending the Ireland 2026 trip for personal reasons; Jessica, Jill, and Keely will be leading the trip.

Two pressing issues that Jessica, Jill, and Keely wanted to discuss today and needed guidance on were:

- Booking challenges: Purchasing airfare to Ireland
- Deposit logistics: Collection of deposits from participants

Jessica, Jill, and Keely have been researching different travel arrangements by contacting different agencies and airlines. The cost of airfare has gone up significantly due to the rise in fuel prices. They came up with various options to propose to the committee:

1. Having the departments upfront the deposit money cost for the students. The students would be responsible for paying the course fee.
 - Kerrie and Jenn shared that this strategy did not work for them in the past for past trips. Cannot collect deposits through course fees due to financial aid issues that previously caused problems. It also causes issues with collecting fees from community members participating in the trip.
 - It was recommended that fees continue to be collected using Elevate.
2. Collecting the airline deposits from all participants.
 - Discovered that booking as a group and booking individually had a significant price difference. Jessica suggested that participants book their own individual airfare as a cheaper option.
 - Aer Lingus can block out seats for a group. Participants could then individually book their airfare linked to the group reservation.

- Delta charges \$120 for the reservation of seats (\$100 refundable deposit + \$20 non-refundable booking fee).
 - Airline deposits are refundable up to 91 days before departure.
 - Kerrie expressed that individual booking requires liability waivers and an administrative approval process that may not be feasible within the current timeline. Might need to revert to the current process that has been used in the past for the Ireland trip.
 - Martha has reached out to the PCC Education Abroad Manager so that the group can connect with them and share ideas on solutions.
3. Using funds from the GLC FFX account to reserve airfare.
- Ireland 2026 needs \$100-120 per person for 27 travelers (24 students + 3 faculty).
 - Jenn recommended that the request needed to be in writing if we want to help Ireland 2026 trip and for the approval of funds to be withdrawn from the FFX account.
 - Committee approved GLC financial support for Ireland 2026 trip deposits, with Kerrie's school credit card to be used for airline bookings. Funds will be sourced from either the GLC FFX or Comm FFX account pending clarification of account balances. - *Motion to approve by committee. Pending on a written request and approval for funds to be used.*
 - Once the deposits are collected, the money will be deposited back into the account from which it was withdrawn.
 - Remaining GLC money in the COMM account can be used for other things as needed.

GLC Accounts:

An accounting error was identified where approximately \$4,500 of GLC funds were mistakenly charged to the COMM FFX account. The business office was unable to transfer funds back to the GLC FFX account because the fiscal year closure in December prevented journal entry corrections.

- New account balances will be presented in the next meeting. The business office is still processing documents related to the error and are exploring options to transfer the \$4,500 from COMM FFX back to GLC FFX account or establish a donation between FFX accounts.
- The money is still available to use through the COMM FFX fund and is being held there.
- Jen Jett will be at our next meeting to share more information about the mistake and will go over receipts showing all transactions and balances.

Clackamas Travel Contact Update:

Anne-Mary Nash-Haruna will be leaving CCC for health reasons, effective April 30th.

- Andrea Snitker will serve as interim dean following Ann-Mary's departure.
- David P. will be attending the meeting on May 22nd to help answer any questions.

Membership process updates:

All councils are requesting that all committees establish formal membership processes, including applications, term limits, and selection criteria; GLC currently has membership language in the charter.

- GLC currently has no process in place for membership and selection of chairs/co-chairs.
- Kerrie will plan to share the DEI committee's application process as a potential framework in a future meeting.
- Discussion of membership and chair/co-chair election for GLC will be in development in future meetings.

CCID Conference Updates:

Kerrie will be connecting Keely with some of the vendors from CCID to help with trip logistics.

Review 2025/2026 Goals:

Moved this agenda item to the next meeting.

2026/2027 Goals:

Moved this agenda item to the next meeting.

Faculty-led Study Abroad Handbook Updates:

Jenn will resend the finalized version of the Faculty-led Study Abroad Handbook to the members over email for a final review and additional recommendations/suggestions before it goes out to David P.

- Deadline for additional changes: Tuesday, April 14th.

Changes that were made were updating the title of the handbook and adding the student outcomes section. Additionally, financial aid and advising directors were able to clarify their processes, and updates in the handbook were made to those sections to reflect that.

Evaluations of Scholarships:

Kerrie asked for help in developing a rubric that could help evaluate eligibility criteria for scholarships related to study abroad.

- Martha will reach out to Caitlin Sullivan, Haley Stupasky, and Adam Wickert from Foundations to obtain scholarship rubric examples and guidance for GLC scholarship evaluation process.
- Stefanie will additionally reach out to Mayla Morgan for additional scholarship review process insights.

Trip Updates:

No trip updates were discussed. Updates will be pushed out to the next meeting.

Next Meeting: April 24th, 2026