

**Macon State College
International Study and Travel (IST) Committee Meeting Minutes**

Meeting #1

Date: September 12, 2011	Time: 9:15-10:00am	Location: Education 303
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Attending: Dr. Charla Baker, Dr. Susan Durr, Dr. Sumitra Himangshu (Chair), Dr. Rita Lumansoc (Recorder), Dr. Anthony Patti, Mr. Jonas Strecker (Chair-Elect), Dr. Michael Torbett, and Dr. Kirill Yurov

Guest: Dr. Marti Venn

Excused: Ms. Josephine Kamera, Dr. Naomi Robertson, and Ms. Kimberly Yetter

<i>Agenda Item:</i>	<i>Discussion:</i>	<i>Action:</i>
1. Call to Order	Distributed Agenda, SACS Policies and Procedures and IST rubric	Dr. Himangshu
2. Welcome and Introductions	Old and new members were welcomed Introduction by stating name and department	New members: Mr. Jonas Strecker, Dr. Michael Torbett, and Dr. Kirill Yurov
3. SACS Guidelines		

	turned in around the months of October and February	
5. New Business	<p>Elected Chair-Elect</p> <p>Elected Recorder</p> <p>Shared Reporting Guidelines</p> <p>RFP & Deadlines-Fall and Spring</p> <p>Scheduled Meetings (once a month)</p> <p>Promoting Study Abroad: Dr. Anthony Patti proposed Motion – to form subcommittee to address campus internationalization plan; Motion seconded by Dr. Susan Durr.</p> <p>Global Ambassadors: Share experience with Macon State College</p>	<p>Chair-Elect- Mr. Strecker Recorder-Rita Lumansoc</p> <p>Dr. Himangshu</p> <p>Members will email Dr. Himangshu re: their availability for fall 2011</p> <p>Voted to create a sub-committee for campus internationalization plan (Goals #3, #5 & #6).</p> <p>Invite Dr. David Biek & Dr. Eric Sun to next meeting re: address Campus Internationalization Plan</p> <p>Obtain draft of Study Abroad Handbook from Dr. Biek and circulate to IST Committee before next meeting</p>
6. Adjourn	Next meeting to be announced (October 2011)	Adjourned at 10:00am

Signatures:



Chair:

_____ Dr. Sumitra Himangshu _____

Recorder:



_____ for Dr. Rita Lumansoc _____

Dr. Rita Lumansoc