

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

Meeting #7

Date: March 30, 2012

Location: Education 344

Time: 8:00-9:00am

Attending: Ms. Josephine Kamera, Dr. Rita Lumansoc (Recorder), Dr. Anthony Patti, Dr. Naomi Robertson, Mr. Jonas Strecker (Chair-Elect), Dr. Michael Torbett, Ms. Kimberly Yetter, and Dr. Kirill Yurov

Absent: Dr. Sumitra Himangshu (Chair); Dr. Charla Baker; Dr. Susan Durr

<i>Agenda Item:</i>	<i>Discussion:</i>	<i>Action:</i>
1. Call to Order	Distributed Agenda, Minutes from meeting #6	Meeting conducted by Mr. Strecker due to the absence of Dr. Sumitra Himangshu
2. Sub Committee Reports	<p>Report on:</p> <p style="padding-left: 40px;">Draft Institutional Study Abroad Handbook for faculty and students <i>Dr. Anthony Patti,</i> <i>Dr. Mike Torbett &</i> <i>Dr. Susan Durr</i></p> <p>Discussion & Adoption of Sub-committee Reports: Proposal for international education- <i>Mr. Jonas Strecker, Dr.</i></p>	<p>Recommendations for study aboard Handbook:</p> <ol style="list-style-type: none"> 1. Two separate handbooks (one for international students/faculty coming to Macon State and one for Macon State students/faculty going aboard. Mr. Strecker discussed the difference between the two recommended profiles. Motioned by Dr. Yurov and seconded by Dr. Torbett; unanimously voted by all members present for the proposal to be adopted. 2. Consider developing marketing material (brochures, website and PowerPoint presentations that faculty can use to market programs they develop); procedures manual and sample memorandum of understanding (MOU) to be used between MSC and other institution. <ol style="list-style-type: none"> 1. Coordinator of International Student and Scholar Services- responsible for international students/faculty who come to Macon State.

*Kirill Yurov & Ms.
Josephine Kamera*