



GEAC Meeting

December 2nd, 2022

11-12:30pm

Attendance: Anne Dahlman, Erica Johnson, Olga Nelson, Jacy Fry, Anna Ochs, Guadalupe Quintero, Nancy Drescher, Jill Fischer, Wade Davis, Laura Yin, Elizabeth Finsness, Antonia Yenser, Agnes Odinga-Oluoch, and Brittany McKibben

Notes by: Brittany McKibben

Updates:

University Travel:

- Our sites have been updated to keep everything the same and to clean up the process
- Please go to [Academic Affairs University Travel | Minnesota State University, Mankato \(mnsu.edu\)](https://mnsu.edu/academic-affairs/university-travel) to view the procedure for travel approvals and share this with your teams so they are able to follow the correct process
- For student travel we are looking to renew and update the procedure for their travel
 - Please review the document attached to these notes as this is the model, we are looking to use that is based off of several institutions that are similarly sized with MSU
 - Please let CGE know what your main issues or concerns are with this plan

Yalda Hamidi:

- Reaching out to people and talking to international offices to see if we can provide humanitarian funds to ease the transfer of people into different campuses or to have them on the MSU campus

Laura Yin:

- In CSET, they are talking about Cambridge A-level Subject Exams and how to evaluate the courses
 - Jacy is going to pull data from the admissions folders for students who have applied and brought in those test scores to see what we can do for them
- [Transfer Students WITHOUT U.S. Credits | Minnesota State University, Mankato \(mnsu.edu\)](https://mnsu.edu/transfer-students-without-u-s-credits)

Guadalupe Quintero:

- Universidad Politecnica de Santa Rosa- Queretaro
 - Erica will be working with Diane to get the contract going and they will be visiting in January/February 2023

Agnes Odinga-Oluoch:

- The basis of her project is to figure out ways to raise funding for underrepresented students to travel abroad

- Based on the Data from the CGE, between 2010-2023, predominately white females are traveling abroad
- We need to think of creative and innovative ways to help underrepresented students to be able to travel
- Our course model is a low course model, and you have to have a mass travel abroad to be able to make money, we need to align that with the numbers we want and a quality experimental learning
- On the scholarship side, they give about \$1000-\$1500 and the Lois B. Hand has been giving the most
 - It would be nice to find out how to revamp this so more students can travel

Center for Global Engagement:

- Doing a lot of work with their exchange students and have had a couple of events on campus to be able to get together
 - CGE and CELP had a Friendsgiving, and the students were very excited and expressed a lot of gratitude around this as this was the first time, they experienced a Thanksgiving dinner
- For spring semester, they have 20 students coming inbound and 27 students that are going outbound
- [International Partner Institutions | Minnesota State University, Mankato \(mnsu.edu\)](#)
- Been an uptick of students stopping in for advising sessions
- There are 10 Faculty led programs for spring and over 10 students are going in each of those programs
- If you have any faculty that are interested in a faculty led program, please fill out this eform [Faculty-led 2023-2024 Interest survey \(office.com\)](#)
 - This was sent to all the departments, the administrators, and chairs
 - If you haven't seen this or your peers haven't, please share!
- Summer Programming- they can look to see how they can support that, if you know someone who is looking to do this or facilitate a fac led to one or our partner institutions, please let the CGE know
- Our website is continuing to be worked on and is an ever-evolving process
- Orientation is the first week of January
- Strategy for an ideal profile for the university when it comes to fac-led
 - Ideally, we would like to get a broader diversity of locations and more focus on programming, opportunities that we can apply cross-disciplinary that saves us a lot of money for us and students
 - Some programs are very specific as they are language based but other programs aren't as focused
 - Funding is between \$3500-\$4000 for most fac-led programs and with flights being very high, it's hard to justify the cost for some people
 - Another aspect is what is the intention behind the program- is it a hands-on, practical training or is it a program that is going to different locations to get emersed in the culture
 - Examples of programs that had an accommodation for multiple disciplines

- Register for a separate section for the travel component and they meet once a week or bi-weekly
- Potentially be a one credit component that's added onto three credit courses
- Another way this has functioned is where the faculty have worked with the dean and let them know they can only enroll 5 students to do this experience but they're doing it jointly with a different department who could bring in 10 students and ask the dean if they are willing to offset
- A way to drive this is to collaborate with a cross disciplinary offering
- Other models worth examining would be to create signature programs for colleges when we know we are going to have students from multiple different disciplines, and this could help share the wealth between colleges
- It would be great if we could figure out how to offer a J-term or a May-term, to be able to have those roots to offer alternative programming

Elizabeth Finsness:

- Has students that need to be able to speak in an English setting and they have endowment scholarships to help offset the costs for students to travel

CELP:

- Today they have a bowling and pizza party for students to celebrate the end of the semester
- They still have classes during finals week so that students don't travel that week to stop any issues of missed travel
- Many covid cases are happening and they will be moving as many classes as possible to online verses in person for next week
- In terms of recruitment, Dean Dahlman and Paolo Infante were in Japan in November and visited the universities below:
 - MGU, Kwassui, Nagasaki, Saitama, Tokai, Hosei, and Toyo
- and Olga has been working closely with Paolo from proposals with universities
 - They are working with Nagasaki who wants a proposal, and they are a national university- they have a lot of funding and a higher rank
- Falcon Restrepo-Ramos will potentially be presenting to Education USA to Honduras, Colombia, Belize, and Guatemala
- Spring semester will be smaller than fall and to remediate that they are going to connect different sections together, so they don't need to have a lot of classes and a lot of instructors hired

KIC:

- Officially has a full staff and is excited to start planning for the future
- We have moved up to spot number 9 in the U.S. for the number of international students we have
- Next Spring, we have great reports to better identify the students coming in
- Last month the KIC, CGE, and CELP had the International Festival, and it was great to see the CSU full of people

- Video from the festival will be shared by Jacy once it is on YouTube

Stole Ceremony:

- December 7th, 2022, from 6-8pm
- Will highlight our students who completed an exchange program with us this year and all of our graduates or who traveled abroad
- Dean Dahlman and the center directors will speak as well as many students
- Ceremony will last about an hour and then there will be a designated social hour for appetizers, conversation, and ability to take photos
- There will be a live stream of this event and Brittany McKibben will send this out to everyone
 - This has been great for family and friends who can't attend the event

Partner Proposal:

- Falcon Restrepo-Ramos has been working on recruitment opportunities and partnerships with Universidad Pontificia Bolivariana, Colombia
 - Headquartered out of the capital
 - Don't have any solidified partnerships in Colombia so this is an exciting opportunity
 - They have interest in traditional exchange to Customized English learning programs
 - We are seeing an increase in students who are wanting to travel to Colombia
 - Looking at having a longer-term summer program and gearing this toward graduate students who could be collocated for 2/4/6 weeks
 - [Intercambio e internacionalización | UPB](#)
- AP University of Applied Sciences and art Antwerp
 - Looking into educational opportunities within healthcare systems between Belgium and the U.S.
 - We currently don't have any partners in Belgium which is a unique country
 - Looking to discuss with them more in December 2022
 - [English | AP Hogeschool](#)

Partnership Updates:

- The below universities were established as new partners when Anne Dahlman and Infante Paolo were in Japan for two weeks
 - Saitama University, Japan- New
 - Tokai University, Japan- New
 - Meiji Gakuin University, Japan- New
- Interested in CELP and in general they are very amicable toward the U.S. and the educational system and have been great partners
- If you have other leads for partnerships, please visit this site [International Partnership Development Guidelines | Minnesota State University, Mankato \(mnsu.edu\)](#) and complete the eform in step 3

Potential EDA Grant:

- We have been working with Region 9 to demystify hiring international students in our community and there are a lot of employers who don't know the talent we have in southern MN
- During International Ed Week, Jacy partnered with a lawyer to have a webinar and around 80 people joined
- This could start creating something bigger and more sustainable as well as pathways for the different needs for our regions
 - Healthcare, Manufacturing, Construction, Agriculture, Equity, etc. and students in those areas of work we will try to get internship and potential for longer term employment

Below is the strategic plan from President Inch that is still currently a draft:

Current **Draft** Strategic Plan Goal Statements

Minnesota State University will be...

- A learner centered engagement hub where faculty, learners, and strategic partners work collaboratively to curate and embed high impact experiences that are linked to career aspirations and real-world applications
- A leader in providing equitable, accessible and affordable education across a lifetime.
- A global Maverick community of care that is built upon diversity, inclusion and belonging.
- A nimble and innovative steward of resources that drives excellence in educating Minnesota, the region, and beyond.

 MINNESOTA STATE UNIVERSITY MANKATO

- In the spring, there will be lots of ways to engage and give feedback, when this happens, please give your feedback
- The idea is to get into a funding model where we fund our strategic goals, objectives, and strategies

Student Field Trips and Domestic Travel

Subject: Student Travel Policy

Policy: Student Travel

Revised: January 27, 2022

**Effective
Date:** July 1, 2022

**Review
Date:**

**Responsible
Party:** Provost and Senior Vice President for Academic Affairs

- Table of Contents
- Introduction and Purpose
- Definitions
- Academically Related Travel
- Co-Curricular Trips
- Transportation
- Automobile Insurance Information
- What to do in case of an emergency/car accident
- Accommodations of Students with a Disability
- Compliance with University Policies and Trip Requirements
- Expectations for Sponsoring Units
- Expectations for Student Travelers
- Medical Consents and Medical Insurance Information
- Important Phone Numbers

Introduction and Purpose:

Minnesota State University encourages field experiences and opportunities for students to travel for academic, scholarly, engagement and outreach activities. Student travel and field experiences will enhance the student learning experience. This policy provides the framework for planning and executing field trips and other student travel within the United States, the District of Columbia, U.S. Territories & possessions and Puerto Rico and managing the risks associated with travel. International travel by students is governed by the [MSU International Travel Policy](#) rather than this policy.

The types of activities and events covered by this policy include academically related travel, such as field trips, meetings and conferences of academic organizations where a student is

Student Travel Policy

attending/participating due to their affiliation with the University, and co-curricular travel, such as recreational sports club or registered student organization trips, and other travel related to programs that are not purely for academic related purposes.

This policy applies to travel that is sponsored by a unit of the university, a registered student organization or financed by university funds (including grant funding) and will apply to all such trips whether occurring during the academic year, during the summer or on university holidays and breaks.

This policy does not apply to travel undertaken by students to a clinical site, student teaching or internships with non-university entities; athletic team travel for teams in the MSU Athletic Department. Travel undertaken by students who are employees in their capacity as employees working for the university is not covered by this policy and will be handled in the same manner as employee travel.

Definitions:

- a. **Academically Related Travel:** A course-related activity that occurs off campus as part of the regular curriculum of an academic unit for which credit is awarded or meetings and conferences of academic organizations where a student is attending/participating due to their affiliation with the University or other similar travel related to the academic curricula or sponsored by an academic department or college.
- b. **Co-Curricular Travel:** Any student travel sponsored by a unit of the university, a registered student organization(RSO) or financed by university funds (including grant funding) that that is not part of a regular academic curriculum or academically related, such travel to activities by recreational sports clubs, registered student organization, community engagement programs.
- c. **Sponsoring Unit:** Any college, department, registered student organization, or other entity which sponsors a program that results in student travel or any entity which uses university funds to pay for MSU students to travel.
- d. **Student:** For purposes of this policy, student means any undergraduate or graduate student who is enrolled in the MinnState system, regardless of status (e.g., full or part-time, degree or non-degree seeking/auditor) including university break periods and the summer between enrolled semesters.
- e. **Trip Coordinator:** Any student group travel (4 or more students) sponsored by the university must have a trip coordinator who is responsible for compliance with the requirements of this policy. Only a registered student, faculty or staff, may act as a Trip Coordinator and the Trip Coordinator must be in attendance on the entire trip.
- f. **Sponsoring Unit Contact Person:** A person designated by the sponsoring unit who remains on campus but acts as a point of contact for the trip coordinator, faculty or students who are traveling.
- g. **Student Group Travel:** Travel that will involve 4 or more students in one trip and which will involve an overnight stay.

Academically Related Travel:

Student Travel Policy

Academic field trips can be an important component of the education provided in the classroom. Academic field trips can enhance the content of a course or academic endeavor by providing visual and hands on information that cannot be conveyed in the classroom setting. The Sponsoring Unit is required to comply with the following:

- a. Required field trips offered in connection with a university course will be listed in the syllabus.
- b. Any charge related to the field trip or academically related travel for a university course is a student fee that must be approved in advance as a student fee (?)
- c. In addition to the above, for a field trip of one day or less, the instructor must provide the academic dean or applicable director's office the [Participation List](#).
- d. Field trips or academically related travel that involve an overnight stay also require the following:

- i. Appointment of a Sponsoring Unit Contact Person

- ii. Trip Orientation and Expectations: The instructor or appointed Trip Coordinator will provide the participants with an orientation prior to departure. The orientation will vary based upon the nature of the trip. Orientation should provide students with the following information as applicable: Trip destination, travel itinerary, route, rest and meal stops, lodging and air transportation information, appropriate clothing or gear, discussion of risks associated with the trip and the established rules and protocols for the trip. See the [sample Participant Agreement](#) with sample rules and protocols.

- iii. Completion of a [Clery Act Travel Form](#) and filing the form with the Office of Clery Compliance if the travel meets the criteria as outlined in the [Clery Act Student Travel Guidelines](#).

- iv. On the Trip. The instructor or appointed Trip Coordinator is responsible for the following:

1. Accounting for all students on a daily basis.

2. In case of any incident resulting in injury, any criminal activity involving travelers as victim or perpetrators, property loss, potential dismissal of a disruptive participant, violation of trip rules or other unusual activity, the Instructor will contact the Sponsoring Unit Contact person and report the activity, as soon as practicable. The Sponsoring Unit Contact Person shall report any criminal activity or property loss that occurs on the trip to University Security, Tory Kruggel head of Clery Compliance to meet the university's reporting requirements under Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act.

3. In case of emergency, the Instructor may call the University Security (507)-389-2111. Additionally, the Instructor is encouraged to contact The Center for Global Engagement (507)-389-5254 or Safety & Risk Management (507)-389-5568.

Co-Curricular Trips:

Student Travel Policy

Co-Curricular Trips can enhance a student's learning experiences while a student at MSU, however, this type of travel is not part of the regular academic curriculum. The Sponsoring Unit is required to comply with the following requirements.

- a. For a trip of one day or less, the Sponsoring Unit must provide the Office of Student Activities the [Participation List](#).
- b. In addition to the above, trips that that involve an overnight stay also require the following:
 - i. Appointment of a Sponsoring Unit Contact Person
 - ii. Appointment of a Trip Coordinator

iii. Trip Orientation and Expectations: The Trip Coordinator will provide the participants with an orientation prior to departure. The orientation will vary based upon the nature of the trip. Orientation should provide students with the following information as applicable: trip destination, travel itinerary, route, rest and meal stops, contact person information, lodging and transportation information, appropriate clothing or gear, discussion of risks associated with the trip and the established rules and protocols for the trip. See the [sample Participant Agreement](#) with sample rules and protocols.

- iv. On the Trip. The Trip Coordinator is responsible for the following:
 1. Accounting for all students on a daily basis.
 2. In case of incident of injury to a traveler, any criminal activity involving travelers as victims or perpetrators, property loss, potential dismissal of disruptive participant, violation of trip rules or other unusual activity, the Trip Coordinator will contact the Sponsoring Unit Contact Person and report the activity. The Sponsoring Unit is responsible to report any criminal activity or property loss to [University Security](#).
 3. In case of emergency, the Trip Coordinator may call the University Security (507) 389-2111.
 4. Students traveling on co-curricular trips must be in good academic standing (i.e., must not be on academic probation or suspension) and must not be on conduct probation for a Student Conduct Code violation unless travel is approved by the Vice President of Student Affairs. The Sponsoring Unit may submit the list of students to the Vice President of Student Affairs who will determine the student's eligibility for the trip.

Transportation:

- a. **Automobile:** For required field trips related to classes, transportation to the site(s) should be made available. Students may take their own transportation, but faculty may require that students utilize the provided transportation where vehicular travel space is limited or to reduce environmental impact.
- b. Vehicles operated by any Minnesota State University employee, student, or other authorized person for MSU/State business must comply with [MSU Vehicle Use](#) and [State Vehicle Usage](#) policy, the lease or rental of full-size passenger vans (those larger than 10 passengers, including the driver) for university sponsored travel is prohibited.
- c. Drivers of a vehicle used for a student trip must agree that they will:
 - i. Have a valid US driver's license.
 - ii. Use and require all passengers to use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. (The number of passengers may not exceed the number of seat belts.)
 - iii. Operate the vehicle in accordance with applicable university and MinnState policies, know and observe all applicable traffic laws, ordinances and regulations, and use safe driving practices at all times. MSU adheres to the State Vehicle Use Policy with certain additions set forth in this policy. All drivers who drive vehicles for MSU business must sign a [Vehicle Consent Agreement](#) (VUA).
 - iv. Assume all responsibility for any and all fines or traffic violations associated with their use of the vehicles.
 - v. Take sufficient breaks and rotate drivers to remain alert.
 - vi. Not drive between the hours of 1:00 am and 5 am. Exceptions can be granted by the Sponsoring Unit if appropriate.
 - vii. Not allow the use of alcohol or drug use by anyone in the vehicle.
 - viii. Not use handheld electronic devices while driving.
 - ix. Not transport unauthorized passengers such as hitchhikers, family members, or friends.
 - x. Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
 - xi. Drive the vehicle at speeds appropriate for road conditions.
 - xii. Immediately report all accidents involving any vehicle used for trip to the police and the Sponsoring Unit. The Sponsoring Unit is responsible for completing the Safety & Risk Management [Report of Incident](#) within 5 days.

A [Driver's Agreement](#) may be used for to obtain the driver(s) agreement.

- d. Airline travel Airline tickets purchased by the university must be purchased with an appropriate university P-card. Faculty and employees should not use personal credit cards to buy tickets for themselves, students or other employees for university travel.

Automobile Insurance Information:

A description of the university's automobile insurance coverage can be found on the [MSU Vehicle Use](#) site. *Rental Vehicles:* All vehicles that are rented by MSU in the United States and

Student Travel Policy

Canada are automatically covered physical damage under the university's insurance for the first 30 days. Physical damage coverage is also provided for vehicles when rented using the university P-card. The P-card must be in the name of the vehicle driver for coverage to apply.

Registered Student Organizations that are renting vehicles follow the guidelines on MSU's [Vehicle rental](#) page.

Personal Vehicles:

Faculty, staff, volunteers or students who use their personal vehicles to travel on official university business should be aware that the university's insurance coverage does not extend to personal vehicles. The vehicle owner's insurance is considered the primary coverage in the case of an accident.

What to do in case of an emergency/car accident

- a. If there are any injuries, call an ambulance. Most communities have a "911" system that would allow you to call a single number to dispatch all necessary emergency services.
- b. Call the local police or highway patrol and report the accident.
- c. Call the Sponsoring Unit Contact Person. This contact is responsible for contacting the appropriate campus officials. If the contact is not available, call the Campus Security dispatch (507)-389-2111 or [Campus Security Authorities](#)
- d. Make or assist students in making arrangements for the students' alternative travel and/or lodging. The students may wait for repairs or may make alternative travel plans.
- e. Advise the Sponsoring Unit Contact Person of what the plans are for each student.
- f. Contact MSU Security for completion of any additional reporting. (507)-389-2111. The person most knowledgeable about the incident should complete the report. If there are questions about filling out the report, contact [Campus Security Authorities](#)
- g. To report incidents of domestic violence, dating/relationship violence, sexual assault, or stalking, discrimination/harassment (protected class) you may opt to report the incident directly to the [Office of Equal Opportunity and Title IX](#) in Armstrong Hall 112; 507-389-2986; or online on their website. The Office of Equal Opportunity and Title IX will take a report of on-campus or off-campus conduct that impact the University community.

Accommodations of Students with a Disability:

If any student with a disability requires accommodation to participate in the trip, the sponsoring unit should contact [Accessibility Resources](#) for assistance in providing reasonable accommodations.

Compliance with University Policies and Trip Requirements:

All faculty, staff and students participating in a university related travel are bound by applicable [university policies](#), including the [Workplace Environment](#) policy. The university has provided

[Crime Reporting Requirements](#) to assist with the compliance with the requirement to report certain crimes which may occur on overnight student trips.

Expectations for Sponsoring Units:

The Sponsoring Unit is responsible for the trip and will assist the traveling students and the Instructor or Trip Coordinator as necessary in planning the trip, maintaining the appropriate information about students on the trip and responding to incidents, emergencies and accidents.

The Sponsoring Unit will report any criminal activity or property loss to the Office of Clery Compliance to assure appropriate reporting under the Clery Act. Sponsoring Units that would like to have assistance in planning a trip so as to minimize risks may contact MSU Center for Global Engagement, and Safety and Risk Management.

Expectations for Student Travelers:

a. **Conduct**

Each student is required to act in a responsible and appropriate manner. Each student is required to refrain from behavior that may pose a risk or harm to themselves or others. Each student assumes the risks related to the activity. Students must comply with any written requirements for conduct established by the sponsoring unit and must comply with the [Student Conduct Policies](#) at all times during the university related trip. Any infractions by traveling students should be reported to the Sponsoring Unit and the MSU Vice President of Student Affairs Office. Students who fail to comply with conduct rules may be subject to discipline, including dismissal from the trip with a requirement to return to the University or the student's home and may be charged under the Student Conduct Code.

- b. **Travel and Emergency Funds** All travelers should be aware that the university assumes no responsibility for providing students with funds in case of emergency. Each student should be prepared to assume their costs of travel and lodging if there are unanticipated delays or other incidents which may require additional expenditures. Each department or registered student organization should advise students that they should be prepared to provide funds to cover expenses in the case of an unforeseen emergency. Costs such as uncovered medical costs, food and hotel charges may be necessary, and students should be prepared to pay these costs.

Medical Consents and Medical Insurance Information:

MSU has no source of insurance which provides medical coverage for student travelers. Any student who is traveling is required to have their own medical insurance. University employees are covered by the MSU workers' compensation program if injured in the course and scope of employment. Any costs not covered by the traveler's insurance will be the responsibility of the traveler. Those planning a trip should advise travelers to carry identification and their medical insurance cards with them.

The Sponsoring Unit should request copies of the students' medical insurance cards and ask students about any medical conditions, allergies that may be relevant in the case of an emergency. If students are going on an extended trip, the Sponsoring Unit may request students to sign medical consent forms authorizing them to give consent in cases of emergency ([sample medical consent form](#)). This information is confidential and should be secured by the Sponsoring Unit and not disclosed to third parties unless necessary for the medical treatment of the student. (?) *do we have anything like this?*

Important Phone numbers:

University Security (24 hour dispatch)	(507)-389-2111 security@mnsu.edu
Center for Global Engagement	(507)-389-1341/ (507)-389-6724
Dean of Global Education	(507)-389-1488
Safety and Risk Management	(507)-389-5568