

# UNIVERSITY-LEVEL COMMITTEE/COUNCIL DATA SHEET

University of Louisiana at Monroe

<b>Committee/Council Name:</b>	Study Abroad/Away Committee		
<b>Committee Type:</b>	<input checked="" type="checkbox"/> Standing <input type="checkbox"/> Ad Hoc		
<b>Reports to:</b>	Provost and Vice President for Academic Affairs		
<b>Term/Date formed:</b>	2023-2024		
<b>Membership (Describe in general terms who should serve on the committee/council): Total = 12</b>			
<i>Faculty Senate Member(s):</i>	N/A		
<i>Staff Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	CAES-2; CHS-2; CBSS-2; CPY-2; VPIS-2; VPAA- 2(Director of Professional Learning Center for Faculty and Staff and Instructional Technical Specialist)		
<i>Student Members:</i>	N/A		
<i>Ex Officio Members:</i>	Director, Professional Learning Center for Faculty and Staff		
<b>Officers (Describe in general terms who should serve as officers):</b>			
<i>Chair:</i>	Director of Professional Learning Center for Faculty and Staff		
<i>Secretary:</i>	Appointed		
<b>Charge (Describe the charge or purpose of the committee/council):</b>			
The Community Engagement Committee is charged to provide training and resource The Study Abroad/Away Committee is charged to create systems for study abroad/away at the University of Louisiana Monroe including, but not limited to: vetting faculty who are leading study abroad/away, providing assistance with Fulbright applications, ensuring programs met their budgetary and instructional expectations for a quality program, and assisting with marketing, recruiting, and student management needs.			
<b>Rotation Rules (List the rules that govern how committee/council membership changes with time):</b>			
The committee will consist of members recommended by the Deans, Provost & Vice President for Academic Affairs			
<b>Duties of Members (Describe the duties expected of each committee member)</b>			
<i>Chair:</i>	The chairperson will convene the committee as needed to fulfill its charge, establish an agenda for each meeting, oversee each committee meeting, form subcommittees and delegate responsibilities as needed to fulfill the committee's mission, annually evaluate committee member performance, and make recommendations for membership. The chairperson will also maintain a file that includes: a statement of the charter of the committee; the approved minutes of each committee meeting; the annual report of the committee; and documents, correspondence, data and other information that might be of continuing value to the committee. Also, the chairperson shall forward committee records to the new committee chair when a new one is appointed.		
<i>Secretary:</i>	Maintain minutes of committee meetings, distribute minutes to committee members, and distribute approved minutes for posting on appropriate web site.		
<i>Faculty Senate Member(s):</i>	N/A		
<i>Faculty/Staff Members:</i>	Participate in committee responsibilities		
<i>Student Members:</i>	N/A		
<b>Last updated</b>	<input checked="" type="checkbox"/>	<b>Date:</b> _____	<b>Signature:</b> _____
<b>Last reviewed</b>	<input checked="" type="checkbox"/>	Fall 2023	Chair      Allison Bailey