

**University of North Alabama
International Programs & Offerings Committee**

Friday, October 7, 2022
Powers Hall Conference Room
2 – 3 p.m.

Minutes

Meeting Attendees

Dr. Alejandra Alvarado-Brizuela, Dr. Butler Cain, Dr. Stephanie Coker, Dr. LaKeva Harris, Dr. Vicki Howell, Dr. Rachel Winston (proxy for Ms. Melanie Looser), Dr. Claudia Vance.

Insurance Coverage

The Committee approved the recommendation that all UNA faculty, staff, and students who are engaged in university-related international travel should purchase insurance coverage through UNA's iNext contract for the duration of their trip or program.

Motion to Approve: Dr. Cain
Second: Dr. Alvarado-Brizuela

Vice-chair Election

Dr. Matt Oglesby was elected as IPO Committee vice-chair for 2022-2023

Motion to Approve: Dr. Cain
Second: Dr. Vance

Education Abroad Background Checks

The Committee approved the recommendation that all Education Abroad programs should submit lists of participating students to the Office of Student Conduct to perform background checks on each student before the program's departure.

Motion to Approve: Dr. Cain
Second: Dr. Coker

FERPA Release Form

The Committee approved a FERPA Release Form that all Education Abroad programs must require all students to sign prior to program departure. The release form was reviewed and approved by Ms. Amber Fite-Morgan prior to IPO Committee approval. A copy is included at the end of this document.

Motion to Approve: Dr. Alvarado-Brizuela
Second: Dr. Cain

Minimum Number of Semesters

The Committee approved Dr. Cain's request that students must attend at least two semesters at UNA (in any combination of fall, spring, and summer) before they are eligible to participate in a long-term exchange program. This will provide students with time to establish themselves at UNA before departing for one or two semesters abroad.

Motion to Approve: Dr. Vance

Second: Dr. Winston

Other Items of Discussion

The Education Abroad Scholarship Application deadline is November 1.

Dr. Coker and Dr. Cain met with Ms. Candace Arnold, Associate Director for Academic Affairs, to discuss the Education Abroad Scholarship budget.

International Education Week will be November 14-18. An Education Abroad Poster Session will be Thursday, Nov. 17, from 2-4 p.m. in Collier Library.



FERPA Release Form for Education Abroad

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law governing the privacy of educational records. The law applies to all educational agencies or institutions that receive funds under any program administered by the U.S. Department of Education.

FERPA applies to personally identifiable information in educational records. This includes items such as the student's name, address, social security number, and personal characteristics. The University of North Alabama may not disclose information in a student's educational records without the student's permission, unless disclosure is allowed by exceptions contained in FERPA, 20 U.S.C, Sec. 1232g. More information is available at <https://www.una.edu/registrar/student-resources/ferpa.html>.

By completing and signing this form, you authorize the University of North Alabama to discuss and/or disclose the following records and information to _____ :

Name	Relationship	Email	Phone Number
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- Disciplinary/student conduct records;
- Financial records (this may include billing information, financial aid, and financial statements);
- Academic records (this may include grade reports, transcripts, and schedules);
- Information regarding health, medical, or emergency situations that may occur during the Education Abroad program.

This release will remain in effect as follows (please initial one option below):

_____ It ends upon conclusion of the Education Abroad program.

_____ It remains in effect from the date of my signature until _____.
(MM/DD/YYYY)

_____ It remains in effect for one year (12 months) from the date of my signature.

I understand that by signing this release form, I am voluntarily waiving certain rights granted to me by FERPA in the manner described above. I also understand that I may revoke this permission in writing at any time.

Signature

Printed Name

Date

Email

Phone Number

Student ID

Please email this completed form to your Education Abroad program coordinator.