

International Education Council (IEC)

Meeting Minutes

May 2, 2022

2:00 p.m.- 3:30 p.m.

[Zoom](#)

Attendance

Aaron Lindberg (Enrollment Services); Ahmed Alwan (University Library); Anais; Valiquette L'Heureux (Criminology & Justice); Andrew Surmani (Music, MCCAMC); Carrie Pullen (Health Sciences); Chhandak Basu (Biology); Daniela Gerson (Journalism); Drake Langford (ACIP); Jacob Jensen (Kinesiology); Jimmy Gandhi (Chair); Jing Li (Mathematics); Joong-won Lee (HHD); Kimberly Embleton (University Library); Kunpeng Li (DNBE); Maryam Jalalitarbar (Computer Sci); Maryam Tabibzadeh (MSEM); Minsung Kwon (Elem. Ed.); Na Wen (DNBE); Natale Zappia (History); Nola Kennedy (EOH); Paula Ferreira (Physical Therapy); Purva Choudhary (International Student); Ricardo Medina (CECM); Rika Meyer (CAD); Sanchayeeta Adhikari (Geography); Santosh Khadka (English); Shay Briggs (CSUN Advisory); Tracy Buenavista (Asian American Studies); Uma Krishnan (Family & Consumer Sciences); Vanessa Andrade (Tseng); Vickie Yu (CDS); Zach Helsper (Tseng)

Call to Order

Jimmy Gandhi, Council Chair, called the meeting to order at 2:00 p.m. The meeting was held virtually via Zoom.

Welcome and Introduction

Jimmy welcomed new and returning members to the IEC.

Survey Update and Participation

Jimmy provided an update about the feedback received from the new campus survey committee.

The feedback from the committee is bulleted below:

- It would be a burden to send this survey to all students and faculty. The committee suggests using a stratified sample of these populations.
- It is not clear that the survey supports a critical university function. This should be clarified.
- The wording over several questions is vague and/or potentially burdensome. Please use plain language and examples/explanations where appropriate.

- Smart logic was not made clear in the PDF version. Please add N/A options where appropriate or use smart logic to guide participants.
- Compound questions should be parsed out.

Jimmy and Bryanna will meet with the chair of the survey committee and discuss the changes requested. An updated survey will be submitted to the survey committee for consideration, to be sent out to a stratified sample in fall 2022.

Jimmy asked IEC attendees if they would be willing to participate in the survey so that we could have data about what the understanding of this particular sample of present IEC participants was in regards to international education. All agreed. The survey was filled out by all attendees.

IPP Updates – Vanessa Andrade

Vanessa Andrade, Director of IPP and Deputy SIO of CSUN, shared that the current international graduate and graduate admitted number for fall 2022 are quite positive and the Chancellor’s Office has begun moving international MOUs through the pipeline, so CSUN should see better timing with our partners over fall.

The US Department of State Risk Travel (countries) is back to being a separate entity outside of The CDC, meaning that COVID is not fully directly impacting the travel ban as it has been during the majority of the pandemic. This makes it more realistic to be able to travel internationally again.

myCSUNglobe Updates – Zachary Helsper

Zach Helsper, International Agreements Compliance Coordinator, shared an updated about the new process for myCSUNglobe, which the faculty found very useful.

- CSUN unveiled a new travel registration process using a new module, similar to myCSUNglobe.
- Most international travel can be registered directly in the new site for streamlined approval.
- Faculty-led programs will still require a proposal in the previous study abroad module.
 - However, faculty can now enter in information and add student travelers after approval. This is prompt those students to complete requirements, but faculty will no longer need to wait until all travelers are approved.
- Both modules utilize CSUN’s Single Sign on.

Please see “Travel the World with myCSUNglobe Travel Registry” PowerPoint, attached, for more details.

College Updates

Jimmy opened the floor to the college representatives. However, there were no substantive international education updates from the colleges in spring 2022 due to the ongoing COVID-19 pandemic.

Future Meetings Modality

Jimmy inquired about whether future meetings (for AY 2022-2023) should be in person or via zoom. The majority of the attendees were in favor of the Zoom modality due to the convenience. All AY 2022-2023 IEC meetings will continue to meet via Zoom.

*Minutes prepared by Bryanna Benedetti-Coomber
June 22, 2022*



TRAVEL THE WORLD WITH

myCSUNglobe **Travel Registry**



PRESENTED BY

LISA TELLES, RISK MANAGER/CLERY DIRECTOR

CLAUDIA MONTES LOBATOS, INSURANCE RISK MANAGEMENT SPECIALIST

KENNY PINEDA, TRAVEL INSURANCE & FACILITIES PLANNING COORDINATOR

MARLENE GALE, SPECIAL PROJECTS AND ADMINISTRATIVE SPECIALIST

ZACHARY HELSPER, OFFICE OF SENIOR INTERNATIONAL OFFICER

ELEANOR WOLGAST, STUDY ABROAD ADVISOR



What is myCSUNglobe Travel Registry?

It is a web-based travel registration software -

- ▶ Powered by Terra Dotta that CSUN's Insurance and Risk Management office utilizes to process registered travels and the binding of foreign travel insurance.
- ▶ Allows travelers to enter required trip information for approval and issuance of international travel insurance.
- ▶ Links travelers to important U.S. State travel advisories, country-specific risk information, and other safety information.
- ▶ Access to AlertTraveler, an app that provides country intelligence, real-time alerts, traveler check-in capability, and help-request button for travelers



What programs are in myCSUNglobe Travel Registry?

- Student travels
 - Via Study Abroad Program
 - As part of faculty-led programs traveling internationally
 - Independent CSUN-related international travels
- Faculty/staff travels
 - Faculty-led programs
 - International travels (with or without students)



Why do we need myCSUNglobe Travel Registry?

- ▶ **CSU Policy - High Hazard International Travel Approval Process and Requirement to Purchase Insurance – (formerly RM 2014-01)**
 - ▶ Requires all faculty, staff, and students who travel internationally on CSU business to use the (FTIP) Foreign Travel Insurance Program via CSURMA.
 - ▶ Requires reporting of trips as soon as practical, but no less than **30 days prior to departure** for high hazard international travel.
 - ▶ The insurance is obtained through CSUN's Risk Management office.



Foreign Travel Insurance Program (FTIP)

- ▶ The insurance provides coverage anywhere in the world that is not the United States of America and is designed to provide **full coverage** for faculty, staff and students while traveling and studying abroad, to include:
 - ▶ general liability
 - ▶ excess auto liability
 - ▶ foreign workers' compensation
 - ▶ accident and sickness (including medical coverage)
 - ▶ executive assistance services.
- ▶ Insurance premium
 - ▶ CSUN-related travels of faculty/staff: covered by CSUN's Risk Pool Fund (except grant-related travels)
 - ▶ Students: pay for their insurance premium costs



How Does It Work?

<https://travelregistry.mycsunglobe.csun.edu/login?returnUrl=>





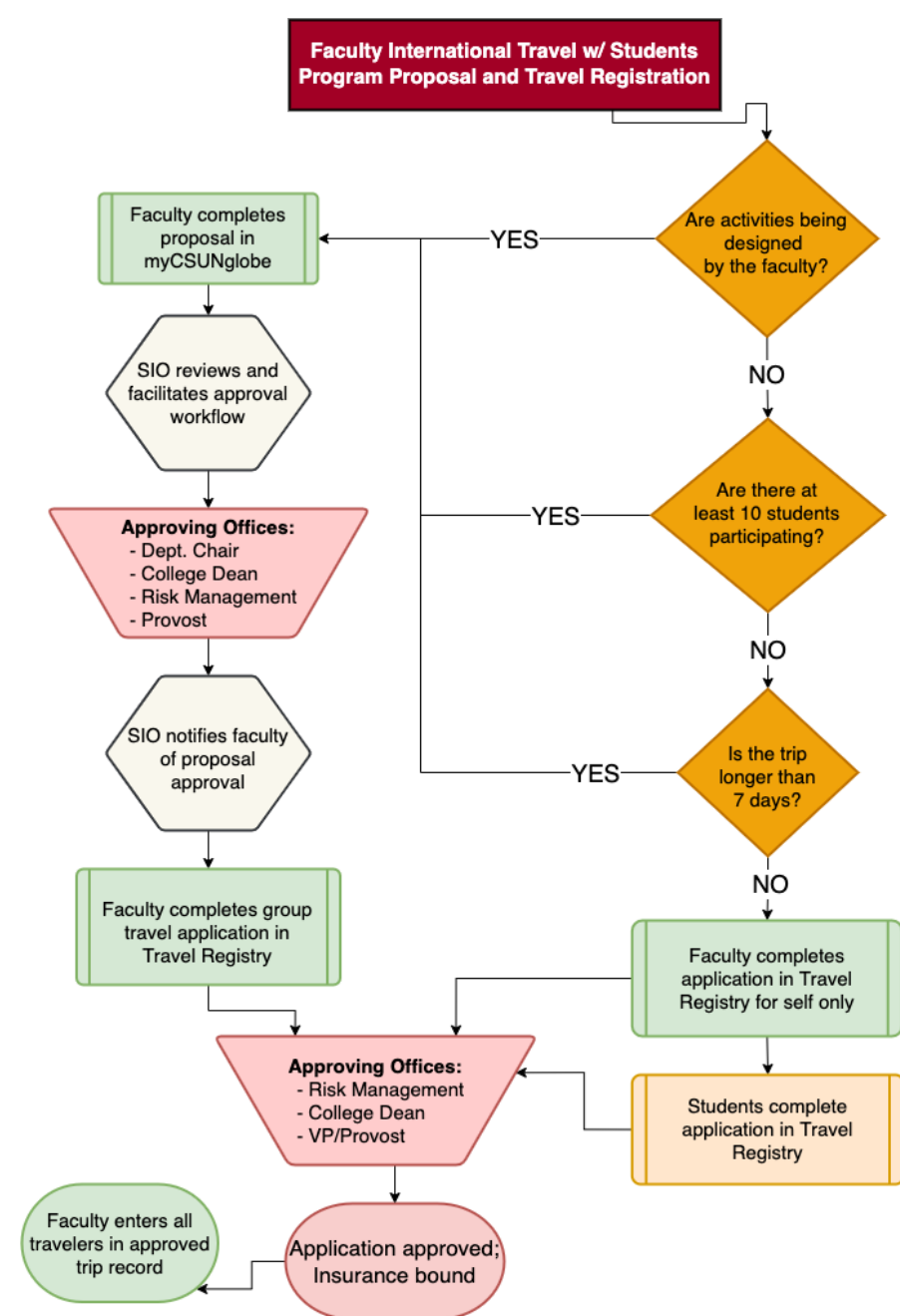
CSUN Travel Registry Tutorial – Faculty-led program leaders and Faculty/Staff with students



Faculty-Led Program Proposal and Travel Registration Workflow

A program proposal is still required and will be submitted in myCSUNglobe for the following conditions:

- Activities are being designed by the faculty
- There are at least 10 students traveling
- The trip is at least 7 days.





Approval Process

1. All applications will be reviewed first by Risk Management. If any information/documents are missing or incomplete, Risk Management will notify the traveler. (This may delay your approval time)
2. After the initial review by Risk Management, your application will go to the Dean of your college for approval.
 - NOTE: If you are not from Academic Affairs, the approval will be routed to your Vice President.
3. After the Dean approves your application, it will go to the VP of Academic Affairs (Provost) for approval.
4. If your travel destination is designated as a **high risk/war risk destination**, your application will be routed for additional approvals by the University President (high risk) and the Chancellor's Office (war risk).
5. Once decision has been reached, you will be notified via email of the approval decision and next steps.

E-Travel Process – in parallel with myCSUNglobe

➤ Staff and Faculty traveling on official CSUN business to a international or high risk destination must follow these procedures prior to booking reservations:

➤ **INTERNATIONAL TRAVEL - Allow for at least 3 weeks to process the request.**

➤ **HIGH RISK DESTINATIONS - Allow for at least 8 weeks to process the request.**

Steps:

1. To request Foreign Travel Insurance and **register your International travel you must log into myCSUNglobe Travel Registry**

An email will be sent from Risk Management to the traveler when the request has been approved and the insurance coverage is bound.

2. Upon receipt of the **insurance email confirmation**, create an online **e-travel Travel Authorization – reimbursement of university funds.**

- Select Int'l Expense Types (Air, Rental, etc)

3. Attach the following information to the online eTravel Travel Authorization:

- **Insurance email confirmation from Risk Management**
- **International Travel Daily Itinerary Form**
- **Related documentation required by your College or Department**
- **Attachments preferred in PDF format**

International & High Risk Travel Quick Guide – see details at <https://www.csun.edu/travel/risktravel>



Study Abroad Programs

The CSUN Study Abroad programs that access myCSUNglobe Travel Registry are:

- Campus-Based Exchange Programs (1-to-1 exchanges)
 - National Student Exchange (Exchanges to Canada only)
1. CSUN Study Abroad applicants will first submit a myCSUNglobe application for their study abroad program.
 2. If accepted to their program, applicants will be directed to the myCSUNglobe Travel Registry site to register their travel.
 3. After the initial review by Risk Management, their application will go to the VP of Student Affairs for approval.
 4. If the travel destination is designated as a **high risk/war risk destination**, the application will be routed for additional approvals by the University President (high risk) and the Chancellor's Office (war risk).
 5. Once a decision has been reached, the student will be notified via email of the approval decision and next steps, including how to pay for their insurance.



Important things to remember:

- All questions must have a response.
- Your “daily” itinerary may require more details. If you do not know your flight, accommodations, or transportation booking information yet, enter “**TBD**” in the required fields. When bookings are purchased, you will need to **come back into the trip registration** and enter those into the Itinerary section of your trip registration.
- Please upload documents to the site as required.
- If any of your responses are not sufficient, your application may be returned to you for modification and will delay the approval process.
- Please remember, the approval process and timelines are based on the availability of the Dean, Vice President, Provost, and President.

Contact Information:

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