

## 1. Approval of Minutes

- f. OIP Handbook. International Programs is working on a handbook to help with study abroad.

9. Miscellaneous.

- a. Online Courses – fall 2013. COBA is down three graduate online courses for fall 2013.
- b. FES Forms. FES forms need to be completed by April 15, 2013.
- c. Summer School Nominations. Summer School Nominations are due by March 1, 2013.
- d. Sammy Awards Nominations. Student nominations for the Sammy Awards are due today. Only two nominations have been submitted so far.
- e. Emergency Protocols. A discussion was held about the elevator incident. Procedures will be reviewed.