

# STUDY GROUP DIRECTORS' MEETING

Fall 2016 Groups

May 5, 2016

# Topics

- ▣ Director's Roles
- ▣ Director as Dean of the College
  - Orientation
  - Handling “administrative dean” duties
  - Title IX and health/mental health concerns
- ▣ Who to Call, Insurance, Security Assistance

# Goals of this meeting

- ▣ Focus on emergency preparedness and response
  - Proactive steps to prevent foreseeable problems
  - Provide information, tools and resources for health and safety situations abroad
  - Plan to respond to needs of students, parents, faculty and staff

# Director's On-Site Roles

- ▣ Professor
- ▣ Provost/Dean of the College
- ▣ Controller
  - [Director's Manual, Chapter 4](#)
  - [Director Resources Page](#)

# Director as Dean of the College

## ▣ On-Site Orientation

### ■ Communication

- ▣ With Off-Campus Study (Your contact info, itineraries, emergencies)
- ▣ With students on site (Communication plan, group activities, and individual travel – encourage them to notify you)
- ▣ With parents (encourage students to contact them on arrival, in the event of any newsworthy emergency)
- ▣ DESIGNATE AN EMERGENCY MEETING SITE AND BACKUP

## Expectations

- In general, students are expected to follow Colgate's behavioral guidelines, but directors can set additional parameters in advance
- Don't make rules you can't enforce, but do discuss how responsible choices in their new environment (alcohol/drugs, communication, situational awareness, looking out for each other)
- Encourage students to participate in setting group norms (especially for living and traveling together)
- Encourage inclusive norms and a respectful, caring group dynamic

- ▣ Students may explore and/or struggle with aspects of their identity while abroad
- ▣ They may struggle with cross-cultural differences and homesickness
- ▣ Intra-group differences can come to fore

Be open to discussing student concerns, and offer resources such as [Diversity Abroad](#)

Encourage accessible, shared activities

# “Administrative Dean” Roles

- ▣ Academic
  - Over- or under-enrollment: contact OCS
  - Credit: contact Day Butcher; host university courses may also require dept. approval
  - Incompletes and similar issues: consult the student’s administrative dean and let OCS know
- ▣ Behavioral
  - Identify the inappropriate behavior
  - State consequences clearly (verbal, written warnings)
  - Keep OCS and administrative dean informed

# Responding to Emergencies and Crises

- ▣ Title IX incidents – Lyn Rugg
- ▣ Mental Health – Mark Thompson
- ▣ Medical Emergencies – Doc Miller

# On-Campus Resources

- ▣ Emergency Numbers:
- ▣ 24/7 Campus Safety Hotline: (001) 315-228-7333 or -7911
  - Calls are triaged to dean on call, counselor on call, and OCS

Carol Drogus, Interim Director of International Programs:

- ▣ (office) 315-228-7216 or -7160
- ▣ (cell) 315-941-8181

Nicole Simpson, Associate Dean of the Faculty

- ▣ (home) 315-824-9162
- ▣ (cell) 315-427-6411

- ▣ Lisa Sapolis, Assistant Director of Off-Campus Study:
  - (office) 315-228-7216 or -7210
  - ▣ (cell) 860-466-9029
  - ▣ (home) 315-280-0592

## Health Insurance

[www.geobluestudents.com](http://www.geobluestudents.com)

[globalhealth@geo-blue.com](mailto:globalhealth@geo-blue.com)

24/7/365 assistance:

1-610-254-8771

Students and faculty are enrolled by OCS and receive an email with their policy number and a card

Recommend that students taking prescription meds or with ongoing medical needs contact GeoBlue prior to departure to prepare a care plan in consultation with their personal physician

- ▣ GeoBlue (formerly HTH)
- ▣ 100% reimbursement, medical evac, bedside visits, home with medical escort
- ▣ Covered: mental health, medical, some dental, translation, location of partner facilities
- ▣ Direct pay for some planned appointments – call ahead
- ▣ Pre-travel consultation and case management planning

## International SOS

You may access the [Colgate ISOS Portal](#) by logging on using the Colgate member number [11BSGC000073](#).

Call 1-215-942-8228 for pre-travel consultation and/or crisis support

You will receive an ISOS card at your final meeting with OCS staff

- ▣ We advise that you review up-to-date reports on safety and security and health issues in the country(ies) you and your students are likely to visit abroad.
- ▣ ISOS PROVIDES:
- ▣ Worldwide assistance, security and safety information
- ▣ Pre-travel safety and security consultation
- ▣ Evacuation services for the Colgate community abroad.
- ▣ The Colgate ISOS Portal contains an online personal travel record where students may input information on their travel plans during their time abroad.

ISOS offers medical advice and services, but it is not health insurance. Students with medical concerns should work through GeoBlue for referrals and medical assistance.

# Incident Response

## FILE AN INCIDENT REPORT WHEN:

- ▣ Professional medical care is required
- ▣ Food poisoning, allergic reaction, injuries
- ▣ Any mental health incident
- ▣ Crime
- ▣ Behavioral incidents
- ▣ Disruptive behavior, drugs, alcohol
- ▣ Rape, harassment, sexual assault

## INCIDENT REPORT FORM

- ▣ Arrest or incarceration
- ▣ Natural disasters
- ▣ Civil unrest
- ▣ Riots or demonstrations
- ▣ Terrorist attacks/acts of war
- ▣ *Even if the incident has passed and all is well!*