

HAAC 2020-21 Annual Report

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Department Mission:

Education Abroad provides UCR students a gateway to high-quality international opportunities, offered through academic coursework, experiential learning, immersion to cultivate intercultural understanding and collaboration. We help students acquire the skills to work in a global marketplace, and promote access to global experiences as an integral part of a UCR education through student support services, including program advising, financial counseling, academic integration, and resource sharing

Purpose:

- 1) 17 proposal were submitted during the 2020-21 academic year. Only 15 proposal were approved by the HAAC. Due to the campus closure because of COVID-19, we had virtual programming. In addition, COVID-19 led to the cancellation and/or suspension of almost all 2020-21 education abroad programs. A few programs remained operational with students taking courses virtually and in-person. COVID-19 also led to the cancellation and/or suspension of many 2021 summer, fall, and 2020-21 year-long programs. The cancellation and/or suspension of programs impacted participation numbers for the 2021-22 academic year.

Projected Referendum Fees Income in original Budget Plan: \$97,939.57

Actual Referendum Fees Income: \$108,000.90

STIP Interest Earnings: \$1,621.88

Carry Forward Funds from last year: \$90,132.78

Total Available Funds = \$179,265.72

EXPENDITURES

Budget Item	Final Expenditures	Carry-forward
HAAC Stipend	\$10,908.64	\$459.36
HAAC Meeting Meals		\$600
HAAC Faculty Programming Stipend		\$2,000
HAAC Administrative Student Assistant		\$15,795

HAAC Marketing and Communications Student Assistant	\$4567.76	\$11,227.24
HAF Travel Grant	\$479.54	\$29,520.46
HAF Passport Fee Grant		\$8,000
Education Abroad Information Session Series		\$402.67
Education Abroad Student Panel Luncheons		\$3,882.18
UCEAP Student Panel Dinner		\$610.36
Worldfest Winter Education Abroad Fair		\$5,500
Domestic Programs Programming		\$2,079.11
Inter-Cultural Programming		\$1,720.17
Athletes Abroad		\$1,000
Student Organization Programming		\$1,000
Pre-Departure Programming		\$3,000
Reentry Programming		\$1,400
GOAL Programming	\$623.43	\$376.57
Mini Projector and Portable Screen	\$492.40	\$4.60
2 Multifunctional Printers		\$67.38
3 Outdoor Sail Signs	\$652.50	\$147.50
EA Table Cloths	\$701.77	\$498.23
EA Brochures & Posters		\$4,200
Ads		\$1,970
HAAC Stickers		\$1,000
Faculty Led Education Abroad Program Video	\$1,000	
Horizons by Symplicity (MyUCR Abroad)		\$29,770.90
LinkedIn Learning (Undergraduate Education)		\$2,000
Campus Spring 2020 Outreach	\$873.30	\$1250
STEM Panel Spring 2021 Outreach	\$150	
GooseChase Scavenger Hunt Spring 2021 Outreach	\$40	\$200
10% Reserve		\$17,926.57
Totals	\$20,289.34	\$136,247.90

Carryforward Notes or Other Budget Notes, If applicable:

Carryforward total is \$179,265.72, which includes FY2019-20 and FY 2020-21 unused funds and the 10% Reserve.

Overview of Programs, Services, Staffing, & Support

Budget Item: HAAC Stipend

As required by the bylaws, this is a student fee requires a student-based advisory committee to disperse the funds. The students selected for the committee will have access to confidential student information, and therefore must pass a background check which carries a \$124 charge/student. Highlander Abroad Advisory Committee by-laws state that student committee members will be awarded \$500/quarter of service. In

addition, the committee position incurs fees associated with liability, insurance, and benefits.

Budget Item: HAAC Meeting Meals

The Highlander Abroad Advisory Committee meets at least three times per quarter; we determined that the most convenient time for all members to meet is after hours, from 5 to 7 pm. At that time, members may not have had an opportunity to eat, with subsequent consequences for their energy at the meetings. Therefore funds are allocated to provide a meal for the meeting.

Budget Item: HAAC Faculty Programming Stipend

Two faculty advisors contribute their time and expertise to the Highlander Abroad Advisory Committee, assisting members as they determine the best uses for the funds. To compensate them for their efforts and input, they receive \$500 to be used for programming that raises awareness about education abroad. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: HAAC Administrative Student Assistant

The hiring of an Administrative Student Assistant to work with the International Affairs Business Office staff to assist with transactions associated with HAAC expenditures. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: HAAC Marketing & Communications Student Assistant

The hiring of a Marketing & Communications Student Assistant to work with the Education Abroad and the HAAC Committee to assist with marketing and content creation for social media channels.

Budget Item: HAF Travel Grant

This is to provide a travel grant to 60 students/year a travel grant up to \$500. Only one travel grant was awarded due to program suspensions due to COVID-19.

Budget Item: HAF Passport Fee Grant

Offer a Passport Fair three times on campus providing a passport grant to 100 students/year to pay \$160 cover the cost of new and renewed passport fee. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Education Abroad Information Session Series

Discussions on international opportunities in partnership with the ethnic/gender offices and campus departments, known as Snack & Chat sessions. Light snacks are provided during the discussions. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Education Abroad Student Panel Luncheons

Recent participants from various programs will answer student questions and give advice and tips. In addition, we held would hold a general information session with light refreshments provided. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: UCEAP Student Panel Dinner

Recent participants from various UCEAP programs will answer student questions and give advice and tips. In addition, we would hold a general information session and a UCEAP application workshop with dinner provided. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Worldfest Winter Education Abroad Fair

After completing the required signatures on the Passport to Study Abroad, students redeemed their passport for ice cream as an incentive to get students to attend the fair. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Domestic Programs Programming

Discussions on domestic opportunities with cultural related courses. In addition, we would hold a general information session with light refreshments provided. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Inter-Cultural Programming

A variety of events that provides interaction with international students. Light refreshments were provided. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Athletes Abroad

Discussions on international opportunities in partnership with Athletics. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Pre-Departure Programming

A variety of workshops that provides support to students selected to participate on UCEAP/OAP/FLEAP programs. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Reentry Programming

Providing transportation to students attending the Lessons from Abroad Returnee Conference. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: GOAL Programming

Appreciation event/gift to the Global Opportunities Abroad Leader volunteers who do outreach and marketing for Education Abroad.

Budget Item: 2 multifunction printers

As this was funds carried forward to purchase ink cartridges for Education Abroad office operations to process applications and print marketing materials. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Mini Projector and Portable Screen

Equipment for outdoor EA workshops and event promotion.

Budget Item: 3 Outdoor Sail Signs

Flags to promote EA events.

Budget Item: EA Table Cloths

Tablecloths to promote EA programs.

Budget Item: EA Brochures & Posters

Marketing brochures and posters to promote EA programs. Due to COVID-19 this budget item was carryforward to AY2021-22 to be used.

Budget Item: Ads

Highlander Ads or other print materials to promote EA programs.

Budget Item: HAAC Stickers

HAAC Stickers to promote items funded by the HAF.

Budget Item: Faculty Led Education Abroad Program Video

UCR XCITE Instructional Design team will create an “evergreen” video to highlight FLEAP, from a generalist standpoint, with the goal to re-purpose this video for years to come.

Budget Item: Horizons by Symplicity

For the renewal of a three-year contract with Symplicity, for the Horizons education abroad application portal (MyUCR Abroad) that includes the ability to charge credit cards for FLEAP deposits. Due to delays with ITS and the vendor certifying security credentials this budget item was carryforward to AY2021-22 to be used.

Budget Item: Ads

Highlander Ads or other print materials to promote EA programs.

Budget Item: LinkedIn Learning

LinkedIn Learning has replaced Lynda.com at UC Riverside as the on-demand, employee professional development resource and skill tutorial system. The system is currently available to all employees, including student workers at UCR. LinkedIn Learning contains thousands of professional development videos on: technology and software tutorials, interview and resume preparedness, professionalism and workplace effectiveness and teamwork, graphic design and video editing skills, written and oral communication, mindset, writing and study skills, decision making and leadership skills, and much more. These trainings consist of courses that range from 15 minute to 8 hours in length to short tutorials of 2-5 minutes. Undergraduate Education has requested funding to provide access to all UCR students. Due to delays in Undergraduate Education securing sufficient funding this budget item was carryforward to AY2021-22 to be used.

Budget Item: Campus Spring 2020 Outreach

In order to share information about the fee, the fund, and the activities of the Highlander Abroad Advisory Committee, the committee by-laws require an all-campus meeting. This meeting was held in the spring quarter, be open to the campus, provide details about the HAF, HAAC, and Education Abroad, and allow students to share input on future uses of the HAF. This all-campus ‘meeting’ took place online with gift card incentives to receive feedback on future spending of the HAF via the HAF Survey. Due to delays in expenditures posting to the ledger this budget item was carryforward to AY2021-22 to be used.

Budget Item: STEM Panel Spring 2021 Outreach

Information session with former education abroad participants to outreach to the Science, Technology, Engineering, and Mathematics (STEM) majors. (5) \$20 Amazon gift cards was raffled to participants, and the panelists were awarded a \$25 Amazon gift card for their participation.

Budget Item: GooseChase Scavenger Hunt Spring 2021 Outreach

This virtual scavenger hunt is to engage in an informative way for transfer students to learn about the various steps involved with researching their desired study abroad program. GooseChase offers missions for participants to complete. The missions will assign students to explore programs through UCR's Education Abroad, FLEAP's Story Maps, and MyUCR Abroad websites. The more missions participants complete, the more points teams will accumulate. The team with the most points was rewarded a \$20 Amazon gift card for each member.

Budget Item: 10% Reserve

Given our current student population, the Highlander Abroad Fee generates approximately \$90,000 over the academic year. While a significant sum, the funds will stretch only so far and the referendum was passed for a 5 year period only. To ensure that funds last beyond those 5 years, we set aside 10% of any funds left at the end of each academic year. Those funds are to be invested to generate a self-sustaining source that would be used to support education abroad costs in years to come.