

**Draft Minutes from the
University Council for International Affairs (UCIA)**

January 29, 2004
325 Burruss Hall
1:00 – 2:00 PM

Present:

Carlene Arthur, College of Engineering
Kim Beisecker, Director, Cranwell International Center
Jack Davis, Chair of UCIA, College of Architecture and Urban Studies
S. K. De Datta, Associate Provost for International Affairs and Director of OIRED
Debbie Day, Alumni Relations
John Dooley, Vice Provost for Outreach and International Affairs
Ruth Athanson (for Monika Gibson), Student Services, Graduate School
Tamara Kennelly, Library Systems
Daniel O'Brien, Education Abroad, OIRED
Robert Schubert, Director, School of Public and International Affairs
Tarun Sen, Associate Dean, College of Business
Judith Shrum, Dept of Foreign Languages and Literatures
George Crofts, Associate Dean, College of Arts and Sciences
Julie Ingrams for Barry Simmons, Scholarship and Financial Aid
Nammalwar Sriranganathan, College of Veterinary Medicine

Members not present:

David Brugh, Development
Ron Daniel, Academic Director, Center for European Studies & Architecture
LuAnn Gaskill, Associate Dean, College of Liberal Arts & Human Sciences
Dixon Hanna, Associate Provost
Mark McNamee, Provost
Steven Milley, Undergraduate Admissions
David Ostroth, Associate Vice President for Student Affairs
John Randolph, Director, School of Public and International Affairs
Judy Snoke, English Language Institute, Continuing Education
Dean Sutphin, Academic Director, Punta Cana Center
Rien Visser, College of Natural Resources

Action Items

I. Approval of minutes – December 4 meeting was cancelled due to snow

De Datta moved to approve last meeting's minutes; Davis seconded; the motion passed and the minutes were approved.

II. Travel Services Authorization and Virginia Tech Travel Estimate and Approval Form

Travel Services Authorization and Virginia Tech Travel Estimate and Approval Form are already in place. Sub-committee is using those documents for making webpage suggestion. Postponed this discussion until Visser is present.

III. First reading and Discussion of draft of UCIP By-laws (Judith Shrum)

Article IV. Membership.

Units within the University that have responsibility for managing **or interest in** international matters for students, staff, faculty and other groups affiliated with the University (10)

De Datta's name and title are changed to fall under 'ex-officio member'.

De Datta suggests name change for council, instead of 'University Council of Int'l Programs' make it 'University Council of Int'l Affairs'. Since Council has re-structured, name should reflect change.

Discussion of name change.

Examples of what falls under 'programs' versus what falls under 'affairs': study abroad is a program but leading the University through processing of visas and all the policy and compliance that goes with that is an affair. Are we authorized to give ourselves a different name? Yes, because UCIP does not have a formal relationship with the governance system, we do have that prerogative.

Consensus on vote to change name. Agreed to add to motion.

Section 2. Voting: add phrase "except ex officio members". Discussion on addition; decided it will be determined with second reading.

Section three – add another elected person, so two people will go.

Shrum – Do we have a motion to accept changes as we've discussed them today?

Sriranganathan moved to approve; Day seconded; the motion to accept changes passed and was approved unanimously.

IV. Second reading discussion of draft on Alumni Award for Excellence in Int'l Programs (report from Kim Beisecker)

Discussion on award nomination, criteria.

Question: can someone be nominated for simply doing his/her job? Yes, but only if performance is above and beyond that person's job duties. Decide this with second reading.

Motion to accept documents as submitted by sub-committee?

Davis moved to approve; Sen seconded; the motion passed unanimously and amendments to bylaws were approved.

V. Introduction of New Chair of UCIP

Shrum introduces new chair, Jack Davis.

Information Items

I. Update on International Strategic Directions Team

De Datta briefly explains committee's purpose. Davis – will committee dissolve upon completion of objectives? Answer – yes. Davis asks for Dooley's comments.

II. Second Reading and Discussion of draft of Resolution for Administrative Responsibilities for Research and Faculty Endeavors Abroad (Rien Visser)

Visser not present, unable to give presentation. Update from Shrum: Draft from October 27 presented by sub-committee, sent committee back to Dixon Hanna who suggested resolution to see if circumstances today are the same as what we thought circumstances were when we initiated this activity. In AY2002-2003 we developed a resolution which is now policy memorandum # 225, asking for information about students engaged in study abroad. This resolution on faculty endeavors abroad was a companion resolution that we understood was also requested by the Provost. In our discussions we noted demand wasn't as stringent as for study abroad recording information. Visser and committee went back to Hanna who clarified that information was only needed from faculty/staff/grad students who are going to those countries on the US Department of State warning list. Task has changed, therefore we need to wait for Visser or sub-committee to tell us what they've come up with.

III Report from Commission on Outreach and International Affairs meeting Nov. 20 (S. K. De Datta) and (John Dooley)

Dooley: Thanks Shrum for work as Interim Chair of UCIP and welcomes Davis as new chair. Gives short talk on CESA and outlines the four objectives for the recent travel to CESA:

- 1.) We wanted a sense of where we are with major renovations.
- 2.) What's in store for the next phase? Additional renovations; perhaps stable, library etc...
- 3.) Shore up with partners, strategic visits and meetings.
- 4.) Make sure participants on the trip know how valuable CESA is, understand scope of asset there.

I believe we accomplished all these things.

SK also has a handout for the position description for the Assistant Director for Int'l Support Services.

Davis – defers report to email exchange.

Meeting adjourned.