

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

February 25, 2004
325 Burruss Hall
10:30 – 12:00 PM

Present:

Carlene Arthur, College of Engineering
Kim Beisecker, Director, Cranwell International Center
Mike Bertelsen, Associate Dean College of Agriculture and Life Sciences
George Crofts, Associate Dean, College of Science
Ron Daniel, Academic Director, Center for European Studies & Architecture
Jack Davis, Chair of UCIA, College of Architecture and Urban Studies
S. K. De Datta, Associate Provost for International Affairs and Director of OIRED
Gene Egger, Director Special Programs, College of Architecture
LuAnn Gaskill, Associate Dean, College of Liberal Arts & Human Sciences
Monika Gibson, Director of Student Services, Graduate School
Dixon Hanna, Associate Provost
Daniel O'Brien, Education Abroad, OIRED
Tarun Sen, Associate Dean, College of Business
Barry Simmons, Director, Scholarship and Financial Aid
Judy Snoke, English Language Institute Outreach and International Affairs
Nammalwar Sriranganathan, College of Veterinary Medicine
John Crunkilton, College of Agriculture and Life Sciences
Rien Visser, College of Natural Resources

Members not present:

David Brugh, Development
John Dooley, Vice Provost for Outreach and International Affairs
Tamara Kennelly, Library Systems
Mark McNamee, Provost
Steven Milley, Undergraduate Admissions
David Ostroth, Associate Vice President for Student Affairs
John Randolph, Director, School of Public and International Affairs
Robert Schubert, Director, School of Public and International Affairs
Debbie Day, Alumni Relations

Action Items

I. Approval of minutes –

De Datta mentioned that George Crofts title should be corrected. Judy Snoke mentioned that a correction to her title was also needed. Motion to approve last meeting's minutes was seconded and the motion passed.

II. Second Reading and Discussion of draft of RESOLUTION FOR ADMINISTRATIVE RESPONSIBILITIES FOR RESEARCH AND FACULTY ABROAD (Rien Visser)

Rien gave a presentation on changes to the resolution. In 1st **Whereas**, change ‘research’ to ‘organized activities.’ Idea is that organized activity includes more, whereas research may not be broad enough. This resolution addresses the 3rd **Whereas**; to develop guidelines and expectations.

Faculty and staff should have Part “B” – “prior written approval” –, whether his/her trip is reimbursed or not. This guideline protects traveling employees because it makes sure the University has a record of the trip for emergencies, insurance purposes etc...

In part “D” – a university policy is mentioned, however the University doesn’t have an established policy – should it? Discussion on faculty/staff traveling in countries on the US State Departments warnings list was also discussed. It was determined that a University policy should be developed.

In part “E” – For employees traveling, It was noted that the central University office should have contact and itinerary. Website where this information could be entered, to include all useful links, is being looked into. *Comment* – we also need a searchable database for those traveling. Center for Disease Control (CDC) should also be a link.

Corrections to “RESOLUTION FOR ADMINISTRATIVE RESPONSIBILITIES FOR RESEARCH AND FACULTY ABROAD” were suggested: “Programs” was changed to “Affairs” and “OIRD” changed to “OIERD”. Remove word “academic” from item “B”.

A Discussion on the development of an electronic database for travelers – who is contact/itinerary information provided to? Office of Int’l Affairs could keep in database as log, deleted when employee comes back. Questions -- President’s memorandum # 225 – does this preempt/refine the need for a database? Answer -- That memo is for faculty leading students abroad only.

A Discussion on liability and insurance then ensued. Davis suggests bringing someone from Risk Management in for next meeting to discuss further. Committee decides to consider this first reading because of number of changes. University will default to the OIERD website for guidance until policy is made.

A Motion was made to advance the Resolution to first reading review by the Commission on Outreach and International Affairs (COIA). It was Seconded and the motion to advance to first reading was passed and approved unanimously.

III. Approval on Alumni Award for Excellence in International Programs announcement for this year

Suggested – take date out of document to make it less specific. Award Review Committee for nominations: Debbie Day, Gene Egger (past recipient), Jack Davis, Judith Shrum, LuAnn Gaskill, and the winner of last year’s award, James Marchman. The Subcommittee will have nomination by end of April.

IV. Second Reading and Discussion of draft of UCIA By-Laws.

In response to a question under Article IV., Section 2. Voting Privileges, a motion was made to keep, “All members of University Council on International Affairs shall have voting privileges”.

Seconded; motion was passed and approved unanimously.

Robert’s *Rules of Order* will remain.

De Datta commented he should be listed under Ex-officio member on pg. 7 (in addition to page 3).

Information Items

I. Update on International Strategic Directions Team (S. K. De Datta)

De Datta gave short talk on ISDT update. ISDT committee is hoping to finalize mission statement in next meeting (March 2). Gave projected timeline on mission/vision statement.

II. Report from Commission on Outreach and International Affairs meeting on February 12 (S. K. De Datta)

Updates – name change from “University Council for International Programs” to “University Council for International Affairs”. De Datta suggested we use “UCIA (formerly UCIP)” in documents developed under former name.

III. Medical Insurance (S. K. De Datta)

De Datta explains how faculty can get medical attention and care in other countries. Suggested that personnel should know about faculty abroad, should faculty run into any problems. Benefits should get copy of travel form perhaps.

Meeting adjourned.