

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

March 24, 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  
Debbie Day, Alumni Relations  
John Dooley, Vice Provost for Outreach and International Affairs  
Tamara Kennelly, Library Systems

**Members not present:**

David Brugh, Development  
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

**Welcome and Introductions.**

**Action Items**

## **I. Approval of minutes**

Motion to accept minutes from last months meeting, February 25<sup>th</sup>, 2004. Motion seconded and the minutes were approved.

## **II. Liability and Risk Management – Dan O’Brien**

*Discussion* -- OIRED-Education Abroad takes too much responsibility for travel risk. O’Brien went over handouts on risk management, faculty liability. There are guidelines in the handbook to support program leaders. There is confusion on who takes responsibility if there is a problem abroad. Is the support from OIRED, Provost Office, Vice Provost Office?

Where will the financial burden fall? *Question* – How do other Universities handle their risk management? Generally the responsibility falls with the Study Abroad or International Office but in this case student fees support the infrastructure. *Discussion* -- student fee implementation. In one case, if emergency did not occur, student fee was returned to student, however this can be logistical nightmare. *Comment* – This fee could be pooled to create a kind of insurance for students. Money would not be returned but students are in effect buying security on each trip abroad.

*Question* – Who actually takes action during one of these crises? In other words, who pulls the plug? Decision may be made by Study Abroad office or the faculty leading a trip; question is who pays for evacuation etc... *Discussion* on how a trip is terminated, who decides. *Comment* – This is something that’s very hard to define because there are so many variables concerning each trip. We do need a procedure but it must have flexibility built in. It is imperative that the students/staff/faculty are evacuated no matter the cost or whose shoulders the cost falls on.

*Question* – Is there a precedent in the “Risk, Health and Safety” disaster guideline book developed after 9/11? Risk management should have those records.

It was decided that the decision to terminate an abroad program should be made without regard to money. The decision should reside with senior management – the resource responsible agents, ensuring that the rest of the administration respects the decision. Committee should find a summary sheet of the disaster guideline.

*Discussion* -- ability to obtain money fast enough to respond to an emergency. Could have a set amount of cash for each person on trip. Could have an alternate evacuation route, not to the US necessarily. *Comment* – A credit card could be used if it has no limit. *Comment* – In some countries a credit card isn’t worth anything.

Dooley suggests Office of Vice Provost for Outreach and International Affairs take a look at issue after gathering information from UCIA committee. De Datta, O’Brien and

Dooley will meet and present an update on issue. It was determined that committee should have at least an administrative directive by this summer.

### **III. Discussion leading to next year's agenda items**

We need to focus particularly on website development. International is now on front website page. Now we need to develop sub-menu. We'd like to see where students/faculty are in the world. We'll take a serious look at this in next year's agenda. *Question* – Who do we need to send corrections or changes to for the International link? **Send corrections or comments on International link to Miriam Rich at [mrich@vt.edu](mailto:mrich@vt.edu).**

*Comment* – We need to add a searchable “risk plan” online. There does exist something on the OIRED website like this, it is password protected at this point but a public link could be created. *Comment* – Guidelines need to be simplistic and realistic, something people are actually able to follow. The guidelines should be worded to allow flexibility within leadership making decisions.

### **Information Items**

#### **I. Update on the last Commission on Outreach and International Affairs meeting on March 18th**

On both first readings of the resolution and bylaws there were very few comments and/or changes. Anticipate approval at the next meeting.

Dooley – The commission has been updating how we're represented in the University Governance System. We'd like to see UCIA linked to the Governance System. We also need to re-vamp the membership language.

Specifically, there should be two people on the committee who have education abroad experience i.e. leading students abroad. Undergraduate education should be included in COIA. *Comment* – There is a discussion going on about what outreach is.

#### **II. Update on ISDT – S. K. De Datta**

We had our ninth meeting recently. We have a good draft mission statement and a reasonably good draft on the vision statement. The committee is having a healthy discussion. We have all the minutes accessible online and it will be obvious to anyone who looks where the mission and vision statement came from.

#### **III. Update on website: International Affairs – S. K. De Datta**

We're very excited the International link was finally put up on the main VT webpage. There is a sub-link for this council (UCIA). We are putting up all UCIA minutes for communication throughout the University. Not only for the University community but

also for the outside world. Hope will provide minutes, Miriam and colleagues will post information. Suggestions will go to Miriam Rich (contact information provided above) with copy to De Datta (dedatta@vt.edu.)

*Comment* – We’d like to see a detailed map with information on any country i.e. what Virginia Tech is currently doing in that given country.

#### **IV. ACC International Initiative – John Dooley**

With the expansion of the ACC – the presidents are saying we want to target the academic world within the ACC. It was determined that the initiative should be international. They’d like to see a meeting of international peers within the ACC Universities. The international arena sanctioned a presidential initiative for international initiative. The ACC would like to begin developing a strategic plan.

Also, where and how can we collaborate with other ACC institutions? Use of facilities and education abroad programs?

We’re also looking at ways to collaborate with new opportunities that don’t already exist. Some programs in parts of the world that are not already there.

Lastly, how can we learn from each other to enhance infrastructure with international offices? For example, some universities charge all students twenty dollars a year for “international fees.” Also, we could potentially put some percentage of athletic contracts to presidential initiative for academic initiatives.

*Comment* – If ACC pools resources, much more can be done. One university cannot accomplish what a pool of universities can.

Beisecker speaks on International Week and the International Street Fair.

Davis adjourns meeting at 11:50.