

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

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

Present:

Andrew Becker, Chair of the Department of Foreign Languages and Literatures,
Associate Professor of Latin, Ancient Greek, and Classical Studies
Kim Beisecker, Director, Cranwell International Center
Mike Bertelsen, Associate Dean College of Agriculture and Life Sciences
George Crofts, Associate Dean, College of Science
Jack Davis, Chair of UCIA, College of Architecture and Urban Studies
S. K. De Datta, Associate Provost for International Affairs and Director of OIRED
John Dooley, Vice Provost for Outreach and International Affairs
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
Tamara Kennelly, Library Systems
Chad Miller, Econ. Dev. Specialist/International Programs
Sedki Riad, Professor, Electrical Engineering
Robert Schubert, Director, School of Public and International Affairs
Tarun Sen, Associate Dean, College of Business
Stephanie Breeding for Barry Simmons, Director, Scholarships & Financial Aid
Judy Snoke, English Language Institute Outreach and International Affairs
Kathleen Stadler-Thompson, Education Abroad, OIRED
Dean Sutphin, Associate Dean, CALS

Members not present:

Cynthia Bonner, Lecturer Admin, VP Student Affairs
David Brugh, Development
Ron Daniel, Academic Director, Center for European Studies & Architecture
Debbie Day, Alumni Relations
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
Nammalwar Sriranganathan, College of Veterinary Medicine
Rien Visser, College of Natural Resources

Welcome and Introductions.

Davis notes change to agenda – Egger is present to present for item number 2.

Action Items

I. Approval of minutes

Minutes from September 14th, 2004 were distributed electronically and no changes were suggested. Minutes were approved.

Information Items

I. Discussion on surveying each college's projected study abroad programs and research study trips for 2005 – Jack Davis

We should canvas all colleges and gather a list of study abroad programs planned. The faculty involved in these programs are actively recruiting right now and we realize some programs may not make it. Gathering this information and putting it on the website is important though.

Gibson suggested Davis use the survey tool Tech developed. Go to survey.vt.edu to develop a survey that will allow people to input information about study abroad programs and it will generate the results you need. It was decided this was not necessary in lieu of Egger's comment.

Egger commented that this list is usually put together by the Office of International Affairs – it should not be duplicated. Stadler-Thompson said they could put the list together but not all study abroad information goes to their office. De Datta commented that this information is given voluntarily so it is not complete.

Davis suggested bringing this issue forward to the group asking how should we approach this problem? Dooley suggested the best way to facilitate this change is for Davis to work with study abroad and create the mechanics of collecting data. Once we have this immediate data we can harness it. From there, this group can look at ways to facilitate (more effectively) getting this information to the OIRED office. Each college representative can let deans; associate deans etc. know to share their program information.

Crofts commented you will lose people if you ask them to do something they have already done. Stadler-Thompson's office can gather the information that has already been given then send that out and request that program leaders check over list to see if they are already listed. If not, then they go to the survey and provide necessary information. You will gather more information this way.

Stadler-Thompson commented that in a meeting with other education abroad groups, she realized Virginia Tech needs one central database for all this information. Also – another issue, we need marketing tools for offices abroad to advertise Virginia Tech. De Datta commented to go ahead and plan/create these poster/brochures etc.

Sutphin suggested we need a way of knowing where people are if something happens in a particular country – do we know who we have there? Administrators need to be aware of this and informed enough to provide information ahead of time.

De Datta commented again that this information is hard to gather because it is voluntary.

Discussion on making it compulsory or more than voluntary. Dooley commented that it is university policy – last year this group approved the emergency risk management policy. Sutphin suggested sending that information to the department heads for dissemination. Sen commented that last year these steps were taken. According to the graduate school, this policy is a requirement and is treated as such. Dooley acknowledged that some faculty are still not aware – it is a wise idea to disseminate this information among colleges as widely as possible.

Short discussion on password protected website for study abroad – this was decided in the last meeting – most information will be available to public. Only certain sensitive issues will continue to be password protected.

Miller asked if other programs (not just study abroad) need to register. Dooley answered – if it includes students, you register.

Davis re-emphasized the need to gather this information as soon as possible, not just when every facet of travel has been approved. Dooley commented that it is important to communicate that this information is for facilitation – it should be beneficial to the program leaders as well as the university at large.

Davis asked that Stadler-Thompson begin to organize list from study abroad and we will augment through email information.

II. Discussion on competitive bidding for foreign tour services – Gene Egger

Davis commented that bidding can be problematic because his College develops a relationship with certain service companies and those companies are intimately aware of the program needs and requirements. Going to an arbitrary agency may put our students and faculty at risk. This intimacy cannot be farmed out. Also – when we ask for these

bids, it immediately suggests to the travel agency (or other agency) that we are shopping for lowest bid - they are then less likely to put a bid together for us. Could we get a blanket exception from the Office of Procurement?

Egger spoke with Jim Dunlap from Purchasing and Roger Thomas from the Controller's Office. Dunlap does not want to be caught at the last minute to process an invoice without knowing what's going on – he has to approve to activate payment. Faculty who don't go with travel agencies need to be informed of the importance of using a travel agent because they are much better able to facilitate these programs. So our first task is to push people to work with travel agencies. Secondly, domestic travel must be on a competitive bidding basis - this is a good idea anyway. Once in Europe (or abroad) it is more important to work with a known agency. When a faculty member begins planning a program, let Dunlap know – he is aware the travel plans will go through changes i.e. prices, itineraries etc. Give Dunlap a tentative itinerary with a quote and reasonable explanation of why you are using this particular agency. That way you can stay with one group, try to negotiate a lower cost and give justification to the university.

Egger commented that a policy would be nice in the future but right now it is a case-by-case basis. Davis commented that it couldn't hurt to ask for policy – that might ultimately be a better solution than people approaching Dunlap for each negotiation.

Dooley said we have a policy in play for right now – people who need Dunlap's help will work with him. A broader suggestion is to invite Tom Kaloupek and to include the international procurement process at a future UCIA meeting. What is the most appropriate step? Do we need exceptions? We need to include that office in our dialogue and eventual policy making.

Egger reminded committee of benefits of non-blanket policy. We go through the process of finding cheaper buses, packages etc.

III. Announcement of Faculty Development Initiative to CESA for Academy of Academic Excellence – Jack Davis, John Dooley

Davis – as an initiative from the Provost's office we are working on a faculty development trip from Blacksburg to CESA as an introductory opportunity for faculty that have not had previous connections to CESA. The objective of this trip is for the faculty to better understand study abroad, research etc. The pilot will take sixteen faculty members – two from each college – it will commence in May.

Dooley – this initiative is so the faculty of Virginia Tech understand the secrets and value of international education. The Faculty Development Institute is trying to pull the pilot together for next summer. The program is to introduce and inspire people for international work. We will put together a little committee at CESA to work on these faculty development initiatives. CESA will not be the only place for faculty development though. This group (UCIA) can send ideas for inclusion for program to Dooley, De Datta or Davis. Dooley asked for questions or comments?

De Datta asked following the visit to CESA (or other areas abroad) what are the expectations?

There will be a learning contract – before, during and after the faculty is expected to have certain outcomes. Development of study abroad programs, research initiatives – other points of accountability. The faculty can bring proposals to UCIA.

Davis asked Gaskill to explain the mission booklet she brought. Gaskill passed around a booklet called “A Compendium of International Initiatives” and explained the booklet.

IV. OIRED announcement – S. K. De Datta

Dooley announced the thirty-four million dollar grant(s) just garnered by the Office of International Research, Education and Development(OIRED). The Roanoke Times labeled an article “Win-Win” based on grants and that encapsulates his feelings about these grants. Dooley handed out news article to committee. There was a blurb also in the Washington Post.

De Datta made some additional comments on grants – never in the history of Virginia Tech nor USAID have two grants been awarded at the same time. They are seventeen million each – thirty-four million total.

De Datta also announced Kathleen Stadler-Thompson as the new interim Assistant Director for Education Abroad and Kate Edwards new position to Senior Coordinator of Education Abroad.

Bertelsen announced small grants to committee – the RFA for small grants program is out and on the website. There are four different initiatives – these are seed money for International Education initiatives. The first deadline is November 15th and the second is March 15th. There are ten awards each (for each due date). Please make your college officials aware of these grants.

IV. Update on ISDT – S. K. De Datta

De Datta presented to committee that we have had eighteen formal meetings and we have the draft ready to submit on October 15th. We have presented to seven committees/councils, tonight we have Faculty Senate and one more next week. The committee at large worked long and hard as well as the sub-committees that continued work through the summer.

Davis announced agenda items for next meeting:

Follow-up on Education Abroad program listing on website
Tom Kaloupek and any one else he chooses to bring with him to the next meeting to discuss competitive bidding for travel abroad

De Datta asked if Miriam Rich should attend the meetings for website development and Davis agreed that would be a good idea. Dooley suggested UCIA should have an annual review of the documents ISDT is completing. Dooley commented that metrics need to be included.

De Datta announced World Food Day:

The 21st annual international World Food Day Teleconference, entitled "The Politics of Hunger: What's at Stake?" will address the question, "Why does the modern world food system fail to adequately feed some 800 million people?" The live telecast will be in Wallace Hall atrium on Friday, Oct. 15, from noon until 3 pm. The general public is welcome to attend.

Davis adjourned meeting at 11:35 AM.