

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

November 2, 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
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
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
Paul Hover (for Tamara Kennelly), Library Systems
Sedki Riad, Professor, Electrical Engineering
Tarun Sen, Associate Dean, College of Business
Judy Snoke, English Language Institute Outreach and International Affairs
Nammalwar Sriranganathan, College of Veterinary Medicine
Kathleen Stadler-Thompson, Education Abroad, OIRED
Dean Sutphin, Associate Dean, CALS

Visitors:

Jane Swan, Outreach Finance
Tom Kaloupek, VT Purchasing
Ken Miller, Controller's Office
Larry Lawrence, Accounting Services
Wendell Vest, Controller's Office

Welcome and Introductions.

Action Items

I. Approval of minutes

Minutes from October 12th, 2004 were distributed electronically and no changes were suggested. Minutes were approved.

II. Discussion on competitive bidding for foreign tour services – Thomas Kaloupek, Larry Lawrence

Dr. Davis introduced Tom Kaloupek, Ken Miller, Larry Lawrence, and Wendell Vest, who were invited in follow-up to the discussion at the last meeting concerning travel service contracts. Following a brief overview by Mr. Miller, Mr. Lawrence gave background on what the university has been doing in respect to paying travel service contracts and highlighted a few recent situations in which the faculty members put themselves and the university at risk. He has determined that faculty members need to go through a contract with a travel agency or follow some process that creates a legally binding agreement for services.

Mr. Kaloupek reinforced that there are risks in making arrangements with travel agencies that do not have contracts with Virginia Tech or the state. He also reminded the group that only a few individuals on campus have the authority to sign contracts. All contracts must be reviewed by legal counsel. The message being that caution should be exercised.

Dr. Davis observed that in reality international travel agencies have been used for years and relationships developed to the extent that faculty members trust the agencies and depend upon them heavily.

Productive discussion followed during which several issues were mentioned including appropriate ways to handle money with education abroad programs. Some specific steps were mentioned such as asking the Education Abroad office to gather a list of “preferred providers” to share with the Controllers office and Purchasing. The guests agreed to work with Education Abroad and UCIA to deepen understanding by all.

III. Review of surveying each College’s projected study abroad programs and research study trips for 2005 and putting them on the International Website – Kathleen Stadler-Thompson

Dr. Stadler-Thompson demonstrated how to access the current inventory of education abroad programs on the website: From the VT website Go to *International* → *EducationAbroad* website → *International Study Opportunities*. Students and faculty can obtain basic information on education abroad programs that have been registered through the Office of Education Abroad.

Comments and discussion included:

The need to update the costs so students can see exactly how the trip adds up – and also use for financial aid purposes. (Davis commented that the cost might change so faculty might be ambivalent about posting.) Stadler-Thompson commented that it is important to have a base cost listed.

The way to list programs. Crofts suggested a list of colleges so students can link on particular college to see listing of programs in that college. Stadler-Thompson

commented that we do have that list, she is sending out questions to make sure it is updated. Stadler-Thompson will contact people to update information.

Dooley suggested that we should have programs listed by region or country Rich responded that, that is a possibility but it would be very difficult to keep it updated. We would need to hire someone to keep all information updated.

Having a search capability for programs would be helpful. Stadler-Thompson commented that it is important to have students visit the office to talk – if all information is posted it may inhibit student visits. Davis commented that it is important to have face-to-face visits but some faculty want to do everyone online.

IV. Announcements

There will be a formal presentation of the ISDT report (<http://www.oired.vt.edu/resanddev/isdt/int%271%20strategic%20plan%202004.pdf>) in the President's Board Room on December 7th at 10:30 am. UCIA members are invited if interested.

The football program for the UVA game will have an article around the University's International Strategic Plan.

A leadership group from Monterey Tech recently visited VT at which time a Memorandum of Understanding was executed. .

Dr. Sutphin gave brief update on Punta Cana initiative – three representatives from colleges are interested in taking ten programs down there. We are bringing people down – very productive meetings.

The next meeting will be **December 8th – 10:30 – 12:00 noon – PBR – 210 Burruss**

Dr. Davis adjourned meeting at 11:50 AM.