

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

December 8th, 2004
210 PBR 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
Cynthia Bonner, Lecturer Admin, VP Student Affairs
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
Monika Gibson, Director of Student Services, Graduate School
Tamara Kennelly, Library Systems
Chad Miller, Econ. Dev. Specialist/International Programs
Sedki Riad, Professor, Electrical Engineering
Tarun Sen, Associate Dean, College of Business
Judy Snoke, English Language Institute Outreach and International Affairs
Kathleen Stadler-Thompson, Education Abroad, OIRED
John Crunkilton, CALS

Welcome and Introductions.

Action Items

I. Approval of minutes

Minutes November 2nd, 2004 were distributed electronically and no changes were suggested. Minutes were approved.

II. Tom Kaloupek's latest response

Kaloupek's office is trying to clarify limits. The University is willing to pay directly for approved travel up to \$50,000 per trip. In many cases this may be adequate although some packages are as large as \$400,000. If you have contracts over \$50,000, they will have to be pre-approved. Question – what if you make several payments of \$50,000 to equal a larger amount over time? Discussion on bidding process for bids over \$50,000: Bidding a package is a tremendous amount of work and the company asked to bid only

wants to do it once – it can take hundreds of man hours and that time/money could be wasted during competitive bidding.

Stadler-Thompson passed out handout on travel agencies and programs. Kuoni has agencies all over the world – they have an advantage over University Travel – capabilities University Travel does not have. Faculty should get a bid from the travel agency here (domestic) and provide it to the European agency to see which bid is lower.

Also – if we've been working with someone for a long time, they would be grandfathered in. That's why we are compiling a list of "approved" agencies. Committee reviewed contract list from Stadler-Thompson. It was suggested that if it's lower than \$50,000 faculty/program leader go to another agency, if higher, work through Kuoni or approved list.

We are waiting on a response from Kaloupek to decide whether or not to make this policy.

III. Review on Education Abroad website – Kathleen Stadler-Thompson and Miriam Rich

Stadler-Thompson showed what had been added and changed from the website. Fifteen programs were added after contacting faculty members. This has helped immensely to organize: send letters, pre-departure programs etc. We still need to clarify one program but overall this plan has worked out very well. We added certain things to the program lists – active information, how fast a program fills up, and added a link to the program's specific website. Our particular website is in a certain format but we can add a link to the program's own website.

Discussion on numbers of programs and students from last year vs. this year. Programs have definitely increased. (Updated figures will be presented at next meeting).

Discussion on edits that need to be made to the website: This website will be a good record of programs for us – even if fewer numbers of students are going, this will be a record of the number of programs and other information.

The committee talked about sharing information on student numbers, percentages, and programs. Sharing information makes it easier for colleges to track numbers. Important for deans to be informed of programs led by faculty – it is a risk if they are not aware. Stadler-Thompson said she is keeping a spreadsheet and will send out notices for winter.

Discussion on what information is needed by colleges. Student information will not be shared – only numbers, colleges, student attendance in non-VT led programs etc.

De Datta shared that at the presentation of the ISDT strategic plan to the President and Provost, he got the impression that Education Abroad is receiving high priority. In fact in

the ISDT report it states the committee suggested increasing the percentage to 10% each year. The University is looking to this council for help on expanding programs:

- 1) With additional funds, for all International Affairs Activities, we should be able to attain the goal of increased student participation for Education Abroad.
- 2) To enhance the quality of these programs – not just expand.

Discussion on opening a European account thereby ensuring the dollar is not susceptible to the Euro fluctuations. This is possible only if we get charter status. Committee talked about possible ways to transfer money to Education Abroad and determined it is un-flexible at this time. Committee will discuss this issue upon garnering more information. It would be good to think of some endowed fund for Education Abroad for when economic times are depressed.

IV. Update on USAID projects – S. K. De Datta

Both USAID projects are collaborative. We got two awards, two cooperative agreements. We had the IPM CRSP kick-off meetings in late November where the USAID officials came into town. We had the SANREM CRSP kick-off meetings earlier this week (December 6th, 7th). Both CTO's (Cognizant Technical Officer) for the projects attended. One project will bridge the activities from the old projects. The technical committee met and elected a chair.

De Datta thanked everyone for their support in all projects. He also mentioned he has discussed putting ACC money into academics.

Davis thanks De Datta for update.

The meetings were concluded for the fall semester. Davis said he will look for meeting times and send those out for next semester.

Davis adjourned meeting at 11:40 AM.