

Minutes  
University Council for International Programs  
January 22, 2003  
1:30 – 3:00 p.m., 325 Burruss

Present:

Roger Ariew, Professor, Philosophy  
Carlene Arthur for Pamela Kurstedt, Assistant Dean, College of Engineering, NoVA Center  
Landrum Cross, Vice President for Student Affairs  
S. K. De Datta, Dir., OIRED and Assoc. Dean, CALS  
Linda Richardson, Library Systems  
Judith Shrum, Interim Chair of UCIP  
Barry Simmons, Director, Scholarships and Fin. Aid  
Nammalwar Sriranganathan, College of Vet Med  
Robert Sumichrast, Assoc. Dean, College of Business  
Rien Visser, Forestry Dept., College of Natural Resources

Absent:

David Alexander, Chair, Ed. Leadership & Policy Studies  
Kim Beisecker, Director, Cranwell International Center  
Jack Davis, Professor, Architecture  
Meredith Gavilan, Study Abroad Coordinator, OIRED  
Monika Gibson, Graduate School  
Tom Hammett, College of Natural Resources  
Dixon Hanna, Associate Provost  
Clark Jones, Vice Provost for University Outreach & International Affairs  
Mark McNamee, Provost  
Steven Milley, Undergraduate Admissions  
Daniel O'Brien, Assistant Director for Education Abroad, OIRED  
Gerhardt Schurig, Biomed Sciences & Pathobiology  
Max Stephenson, Assoc. Dean, College of Architecture and Urban Studies

Guests:

Kieran Hilu for Judy Snoke, English Language Institute, Cont. Ed.  
Kellie Morris for Debbie Shelton, Alumni Relations

## Welcome and Introductions

### Announcements

1. Status report for Resolution for Administrative Responsibilities for Education Abroad Programming  
The Resolution is scheduled for its first reading with the University Council meeting on February 3<sup>rd</sup>.

2. Requests for proposals for International Grants  
Draft handouts were passed out concerning upcoming international grants proposed. Clark Jones still needs to give final approvals.  
Handout – DRAFT Support Program for International Curricula and Education (SPICE)  
Will support efforts to enhance or develop academic programs dealing with global issues and to position them for larger external funding. Grants offered may be up to \$8,000.  
Handout – DRAFT Critical issues in a Global Context Grant Program  
This grant would allow the opportunity for faculty to engage in curriculum development in an international dimension.  
Grants offered may be up to \$4,000.  
Handout – Short-term Education Abroad Program Development Grants  
Offered as a mentoring grant for faculty interested in developing short-term education abroad programs. Grants of \$2,000 will be made available to the mentee to travel with the mentor and their program.

Handout – Travel Grants for Faculty Coordinators of International Student Exchanges

These grants are to be used to conduct site visits to universities where Virginia Tech faculty have developed student exchanges. Up to \$2,000 may be applied toward transportation, meals and incidental expenses.

Handout – Memorandum on Administrative Grants

These grants are offered every summer to faculty leading a short term study abroad program. Administrative grants are normally \$1,100 each.

## Old and New Business

### 1. Approval of minutes from meeting on December 17, 2002

The December minutes were approved with no changes.

### 2. Resolution on Research and Faculty Projects Abroad (Roger Ariew)

Handout – DRAFT University Council for International Programs Resolution for Administrative Responsibilities for Research Abroad

Ariew – Using the same format as the Resolution for Administrative Responsibilities for Education Abroad Programming, a new draft has been developed to protect faculty on research abroad. Minimal changes were made and broad issues were considered to include the faculty scope of employment.

Questions raised about the resolution -

Sumichrast – Item B 4, a University-approved liability waiver, seems to relate more to study abroad. Item B 3, the name of the researcher holding the authority for decisions about the program, groups often have two or more going and it would be hard to just list one person.

Shrum – Liability waiver needs to be looked at again for clarity.

The wording in B 3 will be changed to say researcher(s).

De Datta – Item B2, identification of the sponsoring unit (e.g., college, department) along with evidence of the approval of the research program by the sponsoring unit, most of the international travel is not college or department sponsored, and funding comes from outside donors.

Shrum – There is much faculty research travel that is not sponsored by a funding agency. We need a policy to protect these faculty members as well, who sometimes pay their own travel.

A suggestion was made to change the wording to “administrative unit” instead of “sponsoring unit.”

Simmons – Believes that a request should be made to add telephone numbers, flight itinerary, etc.

The collection site for this information is still uncertain.

Simmons – Suggested setting up a web submitted form or imaging process.

### 3. Refund and Cancellation Policy for Pamplin College of business (Robert Sumichrast)

Handout – Copy taken from the Resource Guide for Short Term Study Abroad, pg. 140, Virginia Tech Study Abroad Program – Financial Agreement

Handout – DRAFT Pamplin College of Business Study Abroad Withdrawal and Cancellation Policy

Sumichrast - Last year UCIP took a look at each departments refund and cancellation procedures. The UCIP committee recommended that the University adopt a policy of administrative responsibility for study abroad that was consistent. Suggested that some changes need to be made to the current procedures being followed.

In the Business draft, tuition information was removed because university refund/cancellation policies are in place for tuition refunds; the Business proposals also does not apply to fees students pay on their own.

Explanation was given of the major categories encountered –

Student withdrawal prior to departure (program is not cancelled), student withdrawal after departure (program is not cancelled), student is dismissed from program (program is not cancelled), program is cancelled prior to departure, and abnormal program ending (program is cancelled/modified after departure).

Would like for the underage students to share cancellation procedures with their parents and get signatures as required.

De Datta – University wide template should be added including uniform information about tuition and have each individual college come up with their own details.

The Information published in the Resource Guide needs to be revised and updated. A committee consisting of Judith Shrum, Daniel O'Brien and Barry Simmons will be looking into this.

Simmons – A reminder that students on Federal Financial Aid have a strict policy to adhere to on cancellations. It is possible that students are required to pay money back.

#### 4. Roundtable reporting and discussion

Gibson – Virginia Tech was approved for Student Exchange and Visa Information System (SEVIS) enrollment on January 8th, 2003. The International Student and Scholar Support Office of the Graduate School and the Cranwell International Center will offer mandatory information sessions for students and scholars throughout the spring regarding the effects of SEVIS and new immigration regulations. They will also offer sessions to inform faculty and staff about the changes.

The Graduate School hired a new international student advisor to serve the Northern Virginia extended campus sites. A news release appeared in last Friday's Spectrum about the hiring of Marija Telbis-Forster for the position.

Arthur – Working with undergraduate students to encourage applying for Global engineering exchange for study abroad this fall. The deadline is March 10<sup>th</sup>. Currently have four that have applied. A freshman information session is being held January 23 on GE3 and other study abroad opportunities. Engineering is in need of more universities that teach in English. Foreign language classes are hard to fit into a tight engineering schedule. The engineering fundamentals course has once again been approved. This will allow approximately 15 outstanding freshman engineering to attend CESA in July.

De Datta – Just returned from Bangladesh where negotiations have been in the work for two years. There are some local currency funds that the U.S. Missions hold that may be available for the Bangladesh program. Touched base with three universities in Thailand. Kasetsart, Thammasat, and Chulalongkorn. Chulalongkorn has a very strong engineering program and also teaches in English. OIRED is resubmitting a \$15 million dollar project for the Program for Biosafety Systems.

Sumichrast – The College of Business is working on ten study abroad summer programs. Enrollment seems to be ahead of last year's numbers. The Greece and Turkey program has reached its capacity. An enrollment target is projected with 16 participants per program. Two study abroad groups last year, Freiberg Germany and China, Vit and Cambodia, each had 35-40 students enrolled.

Sriranganathan – Vet med is concentrating on relationships with Chile, Egypt, and India. The Chile exchange, which consists of 6 schools, is the most active with undergraduate, graduate, and faculty exchanges. The Egypt exchange has proven popular to Egypt students and faculty but doesn't receive enough interest on the VT side. Has even tried summer programs in Egypt with no success. India is the least developed exchange but the interest is still there.

Morris – Is co-coordinating the Hokies Abroad program and encourages anyone traveling abroad to take the opportunity to meet with Alumni in other countries. Several faculty members recently traveled to Hong Kong and a total of 12 were able to meet. The study abroad group traveling to Greece has asked for contact information. Hope to add alumni in Australia and New Zealand soon. Information on Alumni Association trips is posted on their web page.

Hilu – The English Language Program numbers are down due to political and economics situations. Now marketing heavily in Latin America as well as the local community.

Visser – Three itineraries are out for study abroad summer programs. Countries include Belize, Sweden, and Chile. Working on setting up an exchange with the Universidad de Austral in Valdivia, Chile. Undergraduate student exchange programs exist in South Africa, New Zealand and Australia. There is opportunity for two undergrads in each country to visit VT and six VT students to go there. E-learning workshops are popular in Central Europe, Germany and Austria. The money is made available through European union. Investigating how VT can connect.

Simmons – Even with the economic times, Financial Aid status has shown some increase. There are a good number of Study Abroad students both at tech and consortium courses. Last minute adds on class's causes some problems. CESA scholarships should be about the same level as last year. A CESA student must show financial need in order to receive and retain scholarships.

Cross – The RLC is returning to Kenya this year. Should have more to share at a later date.

Recommendation was made to add something more to summer orientation for parents who may have study abroad concerns. Adding a question and answer to web site might also be helpful.

Shrum – With the resignation of the director at CESA, Daniela Doninelli will oversee the daily operations of the Center. Paul Knox, Ray Smoot (Scott Hirsch will substitute) and Clark Jones will visit the Center in early February to conduct a site visit. They are receiving input from selected parties that have take programs to CESA in the past. The hope is to come up with a new flexible plan. As yet, no model for leadership of the center has been determined.

Shrum - Fourteen students went on a winter trip to Russia with Dr. Nyusya Milman. Summer groups will be traveling to Russia, Greece, France, and Mexico.

Adjournment 2:50 p.m.

Spring UCIP meetings remaining:

February 18, 2003	1:30 – 3:00 p.m.	325 Burruss
March 19, 2003	2:30 – 4:00 p.m.	325 Burruss
April 16, 2003	2:30 – 4:00 p.m.	325 Burruss