

Minutes  
University Council for International Programs  
October 15, 2002  
1:30 – 3:00 p.m., 325 Burruss

Present:

David Alexander, Chair, Ed. Leadership & Policy Studies  
Roger Ariew, Professor, Philosophy  
Jack Davis, Professor, Architecture  
S. K. De Datta, Dir., OIRD and Assoc. Dean, CALS  
Meredith Gavilan, Study Abroad Coordinator, UOIP  
Monika Gibson, Graduate School  
Lyn Gray, Interim Director, UOIP  
Tom Hammett, College of Natural Resources  
Dixon Hanna, Associate Provost  
Clark Jones, Vice Provost for University Outreach & International Affairs  
Pamela Kurstedt, Assistant Dean, College of Engineering, NoVA Center  
Leslie O'Brien, Library Systems  
Debbie Shelton, Alumni Relations  
Judith Shrum, Interim Chair of UCIP  
Barry Simmons, Director, Scholarships and Fin. Aid  
Judy Snoke, English Language Institute, Cont. Ed.  
Robert Sumichrast, Assoc. Dean, College of Business

Absent:

Kim Beisecker, Director, Cranwell International Center  
David Brugh, Development  
Landrum Cross, Vice President for Student Affairs  
Lee Drowne, Undergraduate Admissions  
Mark McNamee, Provost  
Athansios Moulakis, Director, Center for European Studies and Architecture  
Daniel O'Brien, Assistant Director for Education Abroad  
Arnold Schuetz, Director, International Studies  
Gerhardt Schurig, Biomed Sciences & Pathobiology  
Nammalwar Sriranganathan, College of Vet Med  
Max Stephenson, Assoc. Dean, College of Architecture and Urban Studies

Guests:

Jerry Cain, General Counsel

### Welcome and Introductions

Jerry Cain from University Counsel was the invited visitor.

### Announcements

1. Funds for Travel Grants

Normally \$30,000 is available each year for Travel Grants, distributed in grants of \$5000-\$7000 each. Travel Grants are given with the expectation of enhancing curriculum to include international aspects. The University's approval is still pending for this year. If approved, a selection committee will be formed and a call for proposals issued. Recipients will be required to provide summary reports in order to justify funding for the program in the following year. This funding is separate from departmental and ITSG travel grants. Those interested in serving on the selection committee, if funds are provided, should contact Judith Shrum.

2. Funds for CEUT/UOIP Mini-grants

A call for proposals, due Nov. 4<sup>th</sup>, for the CEUT/UOIP Mini-grants went out by way of the DDD list today. Selection committee is now forming. Those interested in serving can contact Judith Shrum. Reports are being collected from last year's recipients at this time. The total dollar funding for this grant program is \$6000 to \$10,000 distributed in grants of \$1,500 each.

3. Report from the Commission on Outreach meeting

The Commission on Outreach has agreed to serve as a voice of UCIP to University Governance. Current members of the commission involved with international affairs include Judith Shrum (representing UOIP), S. K. De Datta (Ex-officio, representing OIRD), and Clark Jones (Vice Provost for University Outreach and International Programs).

## Old and New Business

1. Approval of September 20, 2002 minutes

The minutes were approved with some discussion as to how many new resolution(s) were intended.

Bob Sumichrast and Lyn Gray had proceeded as if there would be two resolutions. That would allow flexibility to make changes as needed.

2. Visit from Jerry Cain, University Counsel

Topic: Levels of Responsibility; Relationship of Office of the University Counsel to Attorney General's Office and University employees

The University Counsel is a Virginia Tech office. Virginia Law states that the Attorney General of the State or such a person that gains approval from the Attorney General can only represent every state agency. University Counsel has been given the title of Special Assistant Attorney General. The Attorney General represents Virginia Tech and its employees who are acting within the scope of their employment. Mr. Cain stated that there is a broad interpretation of the scope of duties and the Attorney General has always recognized this. If a situation takes place in which you require representation, University Counsel will represent you as a state employee. If a jury decides that you are acting outside your scope of employment, you may seek additional representation by a lawyer in your own employ. In order to be covered by the University, the University should approve all trips. Acting without authority is not encouraged. Follow all safety guidelines given.

Faculty responsibilities are far less legally than one may think. Virginia Tech employees should not assume more than the law requires. Most students are of legal age and responsible for their own actions. Complete information should be stated clearly for the student. Virginia Tech's duty is to provide the warnings. It would be helpful if students shared same information with their parents. Faculty members are encouraged to contact University Counsel for any questions.

There is no insurance policy that would cover every situation. The State is not responsible for an act of terrorism or criminal act in another country.

Further information can be obtained by contacting Fred G. Weaver, Director of Risk Management, 125 North Main Street Suite 600, Blacksburg, VA 24061, Mail Code 0310, telephone (540) 231-7439 and fax (540) 231-5064.

Information can also be accessed on the web at: <http://www.co.vt.edu/risk/index.html>

Ariew – Question about the scope of a position. Faculty members perform more than just teaching, or just research and/or outreach. In a given study abroad program, a faculty member may also conduct research or perform outreach. Would this be covered within scope of employment?

Answer – Yes, and faculty members are best protected by having demonstrable approval of reputable agencies. Documentation of description of the program as given to students is the key.

Sumichrast – Who determines the scope of duties? Can a study abroad session cover a broader area outside of Virginia Tech than actually on campus? Activities that might include recruiting through travel arrangements.

Answer – The scope would be greater for a study abroad leader compared to a faculty member teaching in Blacksburg. Using other services, such as a credited travel agency, may help alleviate some of the responsibility.

Dixon /Gray – Providing the agendas up front will allow the University to notify groups if a situation arises.

Gray – Recommended that groups purchase refundable tickets when they can.

De Datta – What is the balance between rules and regulations and parents? Safety and security are key issues.

Answer – Don't take the risk of withholding anything. Students should be told everything up front.

3. International Resolution Fiduciary/Responsibility Policy: Bob Sumichrast and Lyn Gray on the Study Abroad aspects of the resolution; Keith Moore and Tom Hammett on the concerns of Research projects.

Handout #1 – Draft, University Council for International Programs Resolution for Administrative Responsibilities for Education Abroad Programming and Checklist to meet administrative responsibilities for abroad programs

Bob Sumichrast and Lyn Gray reworked the resolution for education abroad situations. After more discussion, new corrections will be made, and then the committee will view again for approval before talking document back to Outreach on Commission to present to the University Counsel.

Hanna – Moved that the University Council for International Programs Resolution for Administrative Responsibilities for Education Abroad Programming be approved, with the clean up of items suggested.

Ariew – Seconded the motion.

Davis – Suggested that programs send international cell phones with groups traveling. Knowing that it will not work in all countries, could still serve to be a lifeline in the time of need.

Hammett – Wants to collect main components on outreach and research before proceeding with second resolution related to research interests. More complicated issues need to be explored. A different checklist for faculty is needed. Recommend that the Study Abroad resolution be pushed forward.

Handout #2– OIRD Policies and Procedures Guidelines for VT Faculty and Graduate Student Involvement in OIRD Projects

Discussion took place on timeliness of receiving all materials necessary before departure and where that information would be kept.

Hanna – A policy is needed that covers everyone abroad in any situation. All state employees need to follow the same regulations.

Gray – Called for clarification of motion. Motion as made by Hanna and seconded by Ariew was approved unanimously.

4. Adjustment of eligibility for Alumni Award for Excellence in International Programs

Handout #3– Alumni Award for Excellence in International Programs

The proposal was to include any person if they are on campus in any capacity for any part of the academic year and or granted emeritus status. Group directed Shrum to look closely at present eligibility for the award to see if retired persons are excluded. Will be reported on again at the next meeting.

5. Discussion of options re: Iraq (Topic suggested by Jack Davis)

Davis – Believes that senior administrators at the University instead of a faculty member should only cancel programs. The University should also try to obtain travel insurance for program expenses.

Guidelines related to Safe Study Abroad will be sent electronically and will need to be revisited at the next meeting.

Time ran out for Roundtable Reporting, for the second meeting in a row. Concerted effort to allow time for this will be made for the November meeting.

Adjournment 3:08 p.m.