

UCIA Meeting  
Monday, January 24, 2011  
1:30 p.m. – 3:00 p.m.  
International Affairs Office, Meeting Room A

Present:

Don Back, *Director, Language and Culture Institute*  
Jerry Berkley-Coats, *Assistant Director for International Support Services*  
Jeremy Biletdeaux, *Assistant Program Director, Education Abroad*  
Laurie Brogdon, *Director of Multicultural Alumni Programs*  
John Browder, *Associate Dean for Academic Affairs, College of Architecture and Urban Studies*  
John Dooley, *Vice President, Outreach and International Affairs*  
Reed Kennedy, *Instructor of Management, Director of International Programs,  
Pamplin College of Business*  
Marilynn King, *Senior Associate Director, Scholarships and Financial Aid*  
Jennifer Nardine, *Instruction and Outreach Librarian*  
Miriam Rich, *Communications Coordinator, OIRED*  
Richard Shryock, *Department Chair, Foreign Languages and Literatures*  
Debra Stoudt, *Associate Dean for Academic Policies and Procedures, College of Liberal Arts and  
Human Sciences*  
Susan Sumner, *Associate Dean for Academic Programs, College of Agriculture and Life Sciences*

### **1. Welcome, introductions, and approval of December meeting minutes**

Debra Stoudt called the meeting to order and asked participants to introduce themselves. Minutes from the December meeting had previously been submitted for review and were accepted as distributed. Dr. Stoudt reminded council members that there is now a Scholar site for the UCIA and documents will be posted to that.

### **2. Education Abroad updates**

Jeremy Biletdeaux reported that the students studying in Punta Cana for the Spring 2011 semester had left for the Dominican Republic on January 22; faculty program leaders will be rotating in two-week cycles. Jeremy noted that overall participation figures are very good; the numbers of students participating in credit-bearing programs has increased from 282 last year to 368 this year (83 during winter break, 269 during spring semester, and 16 during spring break) and will be traveling to 33 different countries. There are currently 67 exchange students from 20 different countries, 37 of whom are new and 30 are returning from last semester.

Dr. Dooley announced that Dr. Eric Miller has accepted the position of program director for Education Abroad and will begin in mid-February. Dr. Miller currently holds a similar position at Loras College in Dubuque, Iowa. Dr. Dooley expressed his gratitude to Jeremy and the staff of Education Abroad for their interim work while the office was between directors. Dr. Dooley noted that several members of the UCIA served on the search committee and commented that one of Dr. Miller's first tasks will be getting to know the members of the UCIA and other faculty throughout the university. He stressed the need for partnership and working together. Dr. Stoudt echoed Dr. Dooley's appreciation of the efforts of the Education Abroad team.

### **3. Student Conduct on Study Abroad Programs**

Lynda Bailey had provided a draft of the release form for the student conduct records check, which had been sent to council members for their feedback. Reed Kennedy expressed concerns that instructing

students to choose to whom the authorization would be given could be confusing. Dr. Stoudt replied that the faculty leaders would be responsible for clarifying this to students. She stressed that it is critical to get this in place as quickly as possible in order to ensure that students do not pay deposits unnecessarily and noted that it has already been used in its draft form by the College of Engineering. Dr. Stoudt reminded the council members that this is a pilot program and can be revisited next year. Hearing no other concerns, she called for a vote and the form as presented was accepted unanimously. Dr. Stoudt will send a message to all council members as well as to college deans with a copy of the form. Dr. Dooley thanked all committee members for their work.

#### **4. MOU Protocol**

Jerry Berkley-Coats, assistant director for visa services, was present to discuss the process by which Memorandums of Understanding (MOUs) and Student Exchange Agreements (SEAs) are processed. He distributed copies of the procedure that the College of Engineering has established for internal use, which includes review by a committee to determine if the document is viable. A website has been set up which facilitates tracking of the MOU from start to finish. Dr. Berkley-Coats requested that each college designate an individual to serve as a point of contact for these procedures; Dr. Dooley recommended that the logical choice would be the UCIA representative who is either an associate dean or appointed by the dean. This person would send the MOU to International Support Services, after which it would be reviewed first by Legal Counsel and then the Associate Vice President for finance, followed by signatures from Dr. De Datta and finally Dr. Steger, whose signature is necessary in order for the document to be binding. The amount of time to complete this process varies depending on workloads and schedules in the different offices. After Dr. Steger signs the MOU, the sponsor can pick up it up; an original copy is kept on file at ISS and a copy is posted on the MOU database.

Richard Shryock asked if the sponsoring faculty members could also have access to this tracking information, citing concerns over deadlines. It was noted that this would significantly increase the number of people involved. Dr. Dooley suggested that the college representative serve as the broker and faculty can go through that individual for updates. He clarified that the review by the Associate Vice President for Finance is to see whether the MOU encumbers any resources. He also recommended that use of a transmittal page be implemented, so each party involved knows exactly where the document has been and where it must go next. Don Back proposed creating an informational website with updated guidelines and asked what kind of issues are most commonly encountered; Dr. Berkley-Coats replied that details such as payment information can be omitted or sponsors attempt to initiate SEAs without first ensuring that an MOU is in place. He also noted that some colleges add multiple signature lines, which, although permitted, can significantly delay the process. Dr. Dooley commented that last year a visiting delegation had arrived with an MOU to sign without having gone through the necessary steps and a last-minute effort was necessary to obtain the signatures and avoid embarrassing the group. He reiterated the steps of the process and asked Dr. Berkley-Coats to prepare the transmittal letter. Council members were reminded that it is necessary to have an MOU in place before beginning an SEA, as well as that collaborative research can be conducted without having an MOU and that these agreements should not be pursued unless absolutely necessary.

#### **5. Update on International Initiatives**

Don Back, director of the Language and Culture Institute, gave a presentation on programs offered. The Institute has been active for thirty years and was formerly known as the English Language Institute but has since expanded its programs and activities. Among its current goals is international promotion of the university and creation of strategic partnerships overseas. In addition to English language training, the Institute now offers foreign language classes for faculty and staff. The institute also is a host for the Humphrey fellows through the Fulbright Program; profiles for this year's participants will be available in

mid-February. These scholars are chosen through an application process as well as their work through organizations such as the UN that enables them to develop contacts. Jerry Berkley-Coats remarked that Dr. De Datta serves as campus Fulbright representative for faculty at Virginia Tech. Cynthia Bonner will present in February on her experiences as a recipient of a Fulbright Scholarship for the United States-Germany International Education Administrators Program.

#### **6. Informational items**

- Richard Shryock announced that the Japanese Film Festival will take place at the Lyric Theater every other weekend starting Saturday, January 29. There will also be a one-day Arabic film festival on February 19 in which three films will be screened; this is part of the initiative honoring Reema Samaha.
- Debra Stoudt announced that a panel discussion will be held on January 31 on 'Islam Beyond the Middle East' in Squires Colonial as part of the Islamic Worlds symposium series.
- Miriam Rich mentioned that Dr. De Datta and Mike Bertelsen are currently in Senegal to attend the ceremony launching the \$28 million USAID funded project that OIRED recently won.
- Jerry Berkley-Coats announced that the history department is offer a course in Japanese history. He also stated that the International Support Services has hired Mollie Hyde to process J-1 visas. Presentations can be done for the UCIA or other interested groups.
- John Browder gave an update on the search for the new associate vice president for international affairs. Phone interviews have been conducted and the field has been narrowed. There will be times scheduled when UCIA members can meet with the candidates.
- Debra Stoudt noted that the review committee for the alumni awards had met and winners have been chosen. They are in the process of notifying all nominees. Dr. Stoudt thanked fellow committee members David Alexander, Don Back, and Marilyn King for their work.

There were no additional items to discuss and the meeting was adjourned at 2:45 p.m. The next meeting will be held Monday, February 28, from 1:30 – 3:00 p.m. at the International Affairs Offices.