

UCIA Meeting
Monday, February 13, 2012
1:30 p.m. – 3:00 p.m.
International Affairs Office, Meeting Room A

Present:

Ali Albassami, *Graduate Student Assembly representative*
Althea Aschmann, *Head of Cataloging, University Libraries*
Don Back, *Director, Language and Culture Institute*
Kim Beisecker, *Director, Cranwell International Center*
Mike Bertelsen, *Interim Director, Office of International Research, Education, and Development*
Cynthia Bonner, *Chief of Staff and Director of Administration, Student Affairs*
John Browder, *Professor and Associate Dean for Academic Affairs, College of Architecture and Urban Studies*
Karen DePauw, *Vice President and Dean for Graduate Education*
John Dooley, *Vice President for Outreach and International Affairs*
Guru Ghosh, *Associate Vice President for International Affairs*
Reed Kennedy, *Director of International Programs and Instructor of Management, Pamplin College of Business*
Marilynn King, *Outreach, Research, and Planning Specialist, Center for Academic Enrichment and Excellence*
Ian Leuschner, *Director, International Support Services*
Eric Miller, *Program Director, Education Abroad*
Jerzy Nowak, *International Programs, College of Agriculture and Life Sciences*
Valerie Ragan, *Director, Center for Public and Corporate Veterinary Medicine*
Miriam Rich, *Communications Coordinator, Office of International Research, Education, and Development*
Ginny Ritenour, *Virginia Tech Alumni Association*
Richard Shryock, *Associate Professor and Department Chair, Foreign Languages and Literatures*
Bob Smith, *Associate Dean and Professor, College of Natural Resources and the Environment*
Debra Stoudt, *Associate Dean for Academic Policies and Procedures, College of Liberal Arts and Human Sciences*
Elankumaran Subbiah, *Assistant Professor, College of Veterinary Medicine*

1. Welcome, introductions, and approval of January meeting minutes

Reed Kennedy called the meeting to order and asked all participants to introduce themselves. Several guests were on hand for the demonstration of the MOU electronic system. Minutes from the January meeting had been distributed previously and were accepted as submitted with no corrections.

2. MOU Electronic Tracking System

Ian Leuschner introduced the new system being implemented to process and track Memorandums of Understanding (MOUs); prior to this, everything was done on paper and hand-carried to different entities for signatures and approvals. Tim Kho provided a PowerPoint demonstration on this new electronic document storage system and how documents can be e-approved. Signers and reviewers can log in using their PID and password; files can be edited and notes can be added in a comments section. Reviewers and approvers are notified by email when a document is ready and what the next steps are in the approval process. Initiators are defined by the colleges; there will be only one designated from each

college or major department. Feedback from the council indicated that an additional step should include approval from Karen DePauw and/or Daniel Wubah and Ian Leuschner should not be the only administrator from his office responsible for providing approval. Ian added that MOUs and SEAs can be made more perpetual or deactivated if not used; in Phase II a process for online renewals will also be implemented. Ian stated that after receiving feedback from the group the system can be activated in approximately two weeks. John Dooley thanked everyone for their work in this process.

3. Education Abroad updates

Eric Miller distributed a handout that listed the issues identified by the Student Exchange Agreement task force and solutions that have either been proposed or already implemented. He noted that agreements will be reviewed and those that are inactive or inappropriate will be deactivated. A second faculty orientation session on risk management was held recently; this one was lengthened to 1 ½ hours and consisted of the presentation of two scenarios followed by a question and answer session. Dr. Miller observed that these sessions are popular and beneficial and more should be held. He provided an information sheet on the Virginia Tech Education Abroad program that included statistics on participation, most popular destinations and ethnicity of participants, as well as some legal issues and considerations for future programs based on the university long-range plan. He noted that at Virginia Tech the study abroad staff-to-student abroad ratio is about half of the national average. Dr. Miller concluded his report by stating that this would be his last meeting and thanked the group for their support during his tenure at Virginia Tech.

4. International strategic plan update

Guru Ghosh stated that the committee would be meeting on February 14 and he would be able to provide a more comprehensive report at the March UCIA meeting.

5. Evaluation of Pilot Program: Student Conduct Review Policy

Reed Kennedy reported that the Student Conduct Review Policy subcommittee had created an online survey to receive feedback from faculty members who have returned recently from study abroad trips in order to assess the feasibility of this pilot program. Although the committee received few responses, all feedback indicated the process worked well and the committee recommends it be continued. Slight modifications to the process include adding the forms to the packet of other documents to be signed, including clear instructions as to where the forms should be sent and alerting and re-educating faculty leaders to let them know that student applicants can be turned down but there must be consistent criteria in the selection process. Karen DePauw clarified that this process was only for undergraduate students and did not include graduate students. Debra Stoudt commented that she was planning to send forms to faculty immediately as many of them already have selected their students for summer programs. Reed Kennedy added that the program leader for Riva San Vitale next fall turned away four applicants who were on probation for alcohol violations and had received active/deferred suspensions. Kim Beisecker suggested that students who participate in a judicial referral be informed that denial of participation in study abroad programs is a potential consequence.

6. Other items

- Debra Stoudt announced that the alumni awards review committee would be meeting on Wednesday, February 15, to review nominations. 16 nominations were received this year; candidates were well-distributed among the three categories of education, outreach, and research.
- Mike Bertelsen announced that USAID has issued a new RFA and OIRED has registered to submit a proposal, working across the colleges to create a think tank in a broad context. The current

draft entails building upon and modifying the current graduate certificate program. This is a great opportunity to rethink international development strategy.

- Reed Kennedy attended an Education Abroad conference at Wake Forest University and recommended that others attend subsequent conferences.
- Kim Beisecker announced that this year the international street fair will take place March 31, which is slightly earlier than previous years. Program proposals are due the week of February 20; to submit a proposal or for more information, interested parties can email international@vt.edu.
- Debra Stoudt announced the German Culture Club is sponsoring a 'True Tales About Study Abroad' event on Thursday, February 16, at 7:30PM in the Great Room of the Honors Residential College of East Ambler-Johnston. German food will be served.
- John Dooley and Guru Ghosh recently returned from visiting CESA; they reported that the Presidential Global Scholars group is an impressive, remarkable contingent of students who are very engaged in the program and all is going well.

There were no further items to discuss and the meeting was adjourned at 2:36 p.m.

7. **Schedule for future meetings** (Mondays, 1:30 – 3:00, International Affairs Offices)

March 12, 2012

April 9, 2012

May 14, 2012