

UCIA Meeting
Monday, April 9, 2012
1:30 p.m. – 3:00 p.m.
International Affairs Office, Meeting Room A

Present:

Althea Aschmann, *Head of Cataloging, University Libraries*
Don Back, *Director, Virginia Tech 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, Division of Student Affairs*
Guru Ghosh, *Associate Vice President for International Affairs*
Monika Gibson, *Director of Student Services, Graduate School*
Reed Kennedy, *Director of International Programs, Pamplin College of Business*
Jerry Niles, *Interim Vice President, Outreach and International Affairs*
Jerzy Nowak, *International Programs, College of Agriculture and Life Sciences*
Miriam Rich, *Communications Coordinator, Office of International Research, Education, and Development*
Ginny Ritenour, *Virginia Tech Alumni Association*
Jenny Quijano Sax, *Interim Director, Education Abroad*
Richard Shryock, *Associate Professor and Department Chair, Foreign Languages and Literatures*
Barry Simmons, *Director, Scholarships and Financial Aid*
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, Biomedical Sciences*

Guests, Humphrey Fellows program:

Ana Marcela Paredes, *Director of Prevention, Transparency and Accountability at the National Secretariat (Ecuador)*
Borgia Miguel Samba, *Journalist, (Congo-Brazzaville)*
Mustafa Uckuyu, *Senior Administrative Inspector (Turkey)*
Bert Wilson, *Humphrey Fellows Program Director, Language and Culture Institute*

Several announcements were made at the start of the meeting:

- Barry Simmons stated that the bridge loans mentioned by Leter Daku during the previous meeting were ready for fall semester program participants. There are approximately \$80,000 available to help defray expenses incurred prior to departure when other types of financial aid are not ready to be dispersed. Priority will be given to first generation students and Pell grant recipients. Dr. Simmons will distribute information about the loans and is the point of contact.
- Don Back announced that the Language and Culture Institute, in conjunction with the Phi Beta Delta international honor society, have \$30,000 in scholarship funds to award. Preference is given to students participating in programs in non-traditional destinations (defined as Africa, North Africa, Central and South America, Asia, and Eastern Europe), with a language component and/or extended stays. The GPA requirement for undergraduate applicants is 3.2, which is the criteria to become a member of Phi Beta Delta. Details are available from the Education Abroad office.

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

Reed Kennedy called the meeting to order and asked participants to introduce themselves. Noting that there were no corrections for the minutes of the March meeting, which had previously been distributed for review, he declared them approved as submitted.

2. Education Abroad updates

Jenny Sax had set up a webinar on the revised enrollment procedures for the mandatory CISI insurance. She has met with all the college representatives who have agreed to support this initiative. Faculty leaders are required to enroll their own students; this will give them greater access and control over the information and alleviate the need for a middle man. Faculty will be able to complete and print invoices, for example, as well as locate lost paperwork and cards should a student need these documents during a trip. Jenny provided a handout to help guide participants through the process; she noted that Georgeta Solomitchi-Lester in the College of Engineering has done this already. Steve Hopkins and Jeanette Torres of CISI led the training session. They described highlights of the many benefits of the insurance, such as:

- Security evacuation due to military interventions, personal threats, and natural disasters even though no medical reason is in place.
- A template is created from the student information entered into Studio Abroad so data does not need to be reentered.
- Payment to providers is handled either by filing claims or on a reimbursable basis, although CISI prefers to pay directly.
- When the assistance number is called, the priority is always to deal with the emergency first and the billing later.
- CISI will put callers in touch with providers; no one will have to pay for treatment or services with a credit card.
- ID cards contain emergency contact information.
- CIDI has immediate access to translation services in 22 different languages and also has access to a translation bank for less commonly spoken languages.
- Coverage is the entire time of the program, to include travel, and can be extended to 30 days prior and 30 days after.

3. Voluntary Health Form

Guru Ghosh noted that at least 25 of Virginia Tech's peer institutions use such a health disclosure form, including UC-Davis, Michigan State, and the University of Minnesota. Virginia Tech programs currently are not using any type of form, although a recent Education Abroad forum recommends this information be collected. Dr. Ghosh has a variety of sample forms to consider; these will be discussed with Legal Counsel to determine the best option for this university and which questions can be asked of program participants. Dr. Ghosh stated that initially it was hoped to begin this procedure for summer programs, but it is a lengthy process to implement and therefore the targeted start date will be with fall semester programs.

4. International Strategic Plan update

Guru Ghosh reported that the group had met on March 16. A review of the most recent plan is being conducted to evaluate its accomplishments and effectiveness; John Dooley is also grading its achievements. The task force participated in a strategic thinking exercise in which they were given a series of questions to determine priorities, such as identifying areas of growth to be nurtured as well as areas of weakness within the university. The group will finish its work by the end of the fall semester.

5. Selection of vice chair for 2012 – 2013

Reed Kennedy announced that Bob Smith, current UCIA vice chair, will assume the role of chair for the coming academic year, and a vice chairman is needed to fill his position. The candidate is traditionally one of the colleges and steps into the role of council chair the following year. Any interested parties may contact Reed Kennedy or Guru Ghosh.

6. Other items

- Bert Wilson, VTLCI's Humphrey Fellows program director, introduced three members of this year's cohort. This is the fifth year the LCI has hosted the program. The Fellows are mid-career professionals in strategic occupations from countries in transition who come here to develop their English language skills prior to going to other universities such as Cornell, American, and Arizona State for additional professional training. The Humphrey Fellows program is a Department of State initiative administered by the Institute of International Education. Virginia Tech is exploring the possibility of becoming a host university, which involves identifying strengths and submitting proposals. Faculty and departments interested in scheduling meetings with the Fellows and inviting them to events can contact Bert Wilson for requests; they will be here through the first week of August.

There were no additional items to discuss and the meeting was adjourned at 2:34 p.m.

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

May 14, 2012