

**UCIA Meeting**  
**Monday, May 13, 2013**  
**1:30 p.m. – 3:00 p.m.**  
**International Affairs Office, Meeting Room A**

Present:

Mike Bertelsen, *Executive Director, OIRE*

Jacqueline Bixler, *Chair, Foreign Languages and Literatures*

Cynthia Bonner, *Chief of Staff and Director of Administration, Student Affairs*

John Browder, *Associate Dean for Academic Affairs, College of Architecture and Urban Studies*

Guru Ghosh, *Vice President for Outreach and International Affairs*

Tim Long, *Dean for Strategic Initiatives and International Outreach, College of Science*

Jennifer Nardine, *University Libraries*

Jerzy Nowak, *International Programs, College of Agriculture and Life Sciences*

Elsie Paredes, *Associate Director, Language and Culture Institute*

Miriam Rich, *Communications Director, OIRE*

Jennifer Quijano Sax, *Director, Virginia Tech Education Abroad*

Debra Stoudt, *Associate Dean for Academic Policies & Procedures, College of Liberal Arts and Human Sciences*

Elankumaran Subbiah, *College of Veterinary Medicine*

Danny White, *Director of Student-Athlete Affairs, Athletic Department*

**1. Welcome, introductions, and approval of April meeting minutes**

Elankumaran Subbiah called the meeting to order and asked participants to introduce themselves. Minutes from the April meeting had been distributed previously; a motion to accept them was made by Jennifer Nardine, seconded by John Browder, and passed unanimously.

**2. Education Abroad updates**

Jenny Sax stated that much of the information she was about to share was available through the Education Abroad newsletter and encouraged council members to join that listserv if they did not already subscribe. She referred to the Presidential Memo 225 which states that program leaders' checklists be turned into the Education Abroad office one month prior to departure; there is also a new Presidential Memo 281 that mandates compliance with Memo 225. Many of these documents can be done through the new Education Abroad Scholar site, which serves to complement the Studio Abroad program in place. Jenny added that there is no obligation for compliance with the State Department Smart Traveler Enrollment Program (STEP) that registers U.S. citizens traveling abroad, but it is strongly recommended. There are several other issues involving health, safety and risk management that the office will be addressing over the summer in preparation for the fall semester. This summer all programs are using the new summer tuition model, which sets a five-credit cap as compared to the previous model which charged per credit hour. 2013 program participants will receive a scholarship to offset the costs but the new model will affect all future programs and faculty leaders are responsible for ensuring that their fees reflect this change. The cost of insurance will also increase effective July 1; it is now \$32.75/month or \$8.50/week.

Among the workshops held in recent weeks were Title VI training, outbound orientation sessions faculty-led and other programs, and a 'brain-to-action' workshop. Several of the presentations are available online. The annual fall fair will take place on the Drillfield on Wednesday, September 18 from 10 a.m. – 4 p.m. and a tentative date has been set for the spring. Mini grant applications are being

reviewed next week and announcements of recipients are forthcoming as are those of spring scholarship awardees. Jenny concluded her report by stating that the annual report will be ready next week; colleges that wish specific data can request that information from the office.

John Browder followed up on the task force report presented at the April UCIA meeting, which included findings and recommendations. Council members were given the opportunity to review the report and repudiate it or endorse it to move up the chain of governance. Jackie Bixler complimented the project as a great initiative and commented on the recommendation for office space; a different facility would obviously be needed should staffing increase from the current three full-time employees to the recommended minimum of 14 full time employees, which is still low compared to peer institutions. UCIA approval of the report would send it to the Commission for Outreach and International Affairs for their consideration after which it would proceed to the Provost. A motion to endorse the report was made by John Browder, seconded by Jackie Bixler, and passed unanimously.

### **3. Cranwell International Center updates**

No representative from Cranwell was in attendance but Dr. Guru Ghosh announced that he has been asked to participate in the search committee for the new director.

### **4. International Education Policy Committee report**

Jenny Sax reported that the IEPC had met on May 3 after having previously identified several issues that appear to be relatively quick and easy to resolve. The Education Abroad office is working with the Office of the Registrar to indicate on transcripts that a student participated in a study abroad experience, to include listing the name of the university where the student studied. They are advocating for the home residency requirement for seniors to be waived in order to facilitate study abroad during the last year of school. Additionally, the group has been addressing issues related to travel programs through Continuing and Professional Education to ensure that standards are met regarding finance, pre-departure communications, and health and safety matters. The Office of the Registrar will make recommendations on these issues in the fall. Furthermore, it was decided that students participating in study abroad programs should not be allowed to audit courses for the potentially detrimental effect it could have on other students and in the classrooms.

### **5. Global Summer update**

Dr. Ghosh provided updates on several upcoming programs:

- Dr. Ghosh has been asked to chair an international safety task force that will start work in June to be completed by early fall. Members include Christine Fiori, Kay Heidbreder, Gary Kirk, Jack Davis, and Jenny Sax.
- The International Faculty Development Program will be leaving for Singapore next week; after their program they will disperse to visit other sites throughout Asia. Andrea Brunais, the Outreach and International Affairs Director of Communications, will travel with them and create a video montage of their experience. In previous years one faculty member from each college attended based on recommendations from the dean; this year's group was chosen through an application process to create a multidisciplinary team with the greatest synergy among participants. Participants include Alan Abrahams, Biswarup Mukhopadhyay, Deborah Milly, Carla Finkielstein, Kathy Hosig, Yang Zhang, Robert Weiss, Akshay Sharma, and Paul Knox.
- Starting in the fall semester, directors from the Language and Culture Institute and OIRED will also present monthly updates on their programs during the UCIA meetings.

## **6. Other items**

- John Browder announced that CAUS has created a new graduate certificate in Global Planning and International Development Studies (<http://globalcert.spia.vt.edu/>). The certificate is a partnership between the departments of Urban Affairs and Planning, Public Health, Geography, and Building Construction, and will cover different specializations such as non-profit management, sustainable infrastructure, and public and environmental health. Students will be required to take 12 credits to earn the certificate, with all courses offered live. Additionally, Dr. Browder announced that the Institute for Policy and Governance will be moving to CAUS.
- Dr. Ghosh announced that both Jenny Sax and Mike Bertelsen have had the ‘interim’ removed from their titles and are now director of Education Abroad and executive director of OIRED, respectively. Dr. Ghosh also remarked that this will be Dr. Browder’s last meeting as associate dean for CAUS. Dr. Sonia Hirt, the current chair of Urban Affairs and Planning, will be assuming the position.
- Dr. Subbiah stated that he was looking forward to working with UCIA vice chair Don Back and the rest of the council during the 2013 – 2014 academic year and asked how the mission and work of the group could be made more visible across campus. Minutes from the meetings are posted on the OIA website, but perhaps opening them up for comment could provide more interaction. Miriam Rich commented that similar strategies have not always been successful; campus communicators have benefited from holding their meetings at different locations throughout the campus and having guest speakers address the group. She recommended limiting any type of online discussion forum to a few salient points for community comment. Dr. Ghosh added that feedback from the UCIA led to the development of the one-page plan that was presented to the Provost for inclusion in the long-range strategic plan. Jerzy Nowak suggested participation in the deans’ global forum in March 2014, such as a presenting a poster, booth, or session with Cranwell or Education Abroad. The council also has allocated two positions for student representatives but has had difficulty in successfully filling them; recommendations for the student representatives have come from the Student Government Association and the Graduate Student Assembly but the candidates have not necessarily had any relevant international experiences or interests. Council members suggested that perhaps representatives could be recruited from the Council of International Student Organizations (CISO).

## **7. Schedule for meetings for 2013 – 2014 academic year**

It was determined that early Monday afternoons would continue to be an optimal time for the council to meet. Based on that consensus, a schedule of specific meeting dates will be provided to the group at a later date.

There were no further items to discuss and the meeting was adjourned at 2:25.