

UCIA Meeting

Monday, October 29, 2012

1:30 p.m. – 3:00 p.m.

International Affairs Office, Meeting Room A

Present:

Lynda Bailey, *Assistant Registrar for Transfer*

Suzie Baker, *Assistant Director, Cranwell International Center*

Jacqueline Bixler, *Chair, Foreign Languages and Literatures*

David Brady, *Director, Export and Secure Research Compliance*

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

Guru Ghosh, *Associate Vice President for International Affairs*

Monika Gibson, *Director of Student Services, Graduate School*

Sarah Gugercin, *College of Agriculture and Life Sciences*

Reed Kennedy, *Director of International Programs, Pamplin College of Business*

Jennifer Nardine, *University Libraries*

Jerry Niles, *Interim Vice President for Outreach and International Affairs*

William Pruitt, *Education Abroad*

Ginny Ritenour, *Alumni Association*

Jenny Quijano Sax, *Interim Director, Education Abroad*

Kevin Shropshire, *Scholarships and Financial Aid*

Bob Smith, *Associate Dean and Professor, College of Natural Resources and Environment*

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 September meeting minutes

Bob Smith welcomed participants to the meeting and asked attendees to introduce themselves. A motion to accept the minutes of the September meeting was made by Reed Kennedy, seconded by Jennifer Nardine, and approved unanimously.

2. Education Abroad updates

Jenny Sax introduced William Pruitt, who has accepted the job of Education Abroad assistant director. She stated that she will be amending the student conduct records check release form required of all outbound students to include pending cases that may impact their trip. This will take effect for students attending summer courses in 2013. Jenny will send the form out for council members to review. She added that the Scholar site for faculty program leaders has been activated; this will facilitate the process of applying for insurance. All program leaders will be sent an email informing them that they have been added to the site; they will be provided detailed instructions on downloading and completing an Excel spreadsheet with student participant information that will then be uploaded to Scholar. The Education Abroad office will then finish the enrollment process.

3. Cranwell International Center Updates

Suzie Baker announced that Kim Beisecker, former director of the Cranwell International Center, has been reappointed to a different project. Suzie and assistant director Lyndsy Manz will be assuming co-leadership of the Center and Belinda Pauley will serve as the Primary Designated School Official (PDSO).

Among upcoming activities, Cranwell will be hosting a Pie Day on Tuesday, November 20, from 10 a.m. – 2 p.m. Many different kinds of pie—sweet or savory—will be served, and donations of pies are accepted; a recent Chili Day event turned into an ad hoc cook-off. Suzie added that due to inclement weather the mobile Department of Motor Vehicles service scheduled for today has been postponed until tomorrow. Suzie concluded her report by stating that 125 – 150 incoming students are anticipated for the January orientation.

4. Task Force on Education Abroad

A task force led by John Browder is charged with conducting an internal review of the Education Abroad office and comparing it with peer institutions. Dr. Browder reported that the group has already met once; one of Dr. Ghosh's graduate assistants is surveying websites of approximately fifteen schools and will create a questionnaire that will be completed by conducting phone interviews. Dr. Browder stated that the information should be compiled prior to Thanksgiving break and the report finished by the end of the semester.

5. Study Abroad Health Form

Guru Ghosh reported that he has received approval from Legal Counsel to go forward with the proposed health form; he will be working with Jenny Sax to finalize it.

6. Updates on New Strategic Plan

Jerry Niles distributed a summary of the items discussed at last month's UCIA meeting; the overarching theme is the need for financing. The process of internationalization features predominantly in the new university strategic plan but feedback clearly indicates this will require more resources. Dr. Niles asked how colleges and units currently address this. Reed Kennedy replied that Pamplin provides a budget for promotion of international programs, to include printing costs and faculty led program start-up funds, but it has been reduced in recent years from \$40,000 to \$25,000. Dr. Niles cited this as an example of why it is imperative that funding be discussed; although investments have been made in certain departments such as Foreign Languages and Literatures, there is no clear policy on this issue. Dr. Niles suggested that council members peruse the list to identify items ('low-hanging fruit') with which they can easily move forward while working to create a centralized mechanism to support ongoing programs and develop new ones. John Browder recalled that the recent capital campaign raised more than \$1 billion in revenue, with 40 million allocated for CAUS; he asked what portion of that might be not only liquid and available but earmarked for use for international programs. Betsy Flannigan and Ken Smith will be invited to future meetings to discuss this; Dr. Ghosh added that he had asked about the capital campaign during his interview process and was told that none of it had been designated as stand-alone funding for international. He also noted that in 2006 it had been proposed to bring all international offices together in one location to capitalize on the synergy. Dr. Niles verified that it was on the capital plan and they will continue to advocate for an international building as that would send a serious statement to international visitors. He added that individual unit needs should be addressed as well as institutional and mentioned an upcoming deans' forum that will focus on international programs; he will provide a report on this.

Reed Kennedy suggested reorganizing the list by topics. Debra Stoudt asked about the timeline for the search for the vice president for outreach and international affairs. The description was rewritten over the summer; the first meeting of the search committee will take place on October 31, reviews will start the third week of January and interviews will take place in February. This should not conflict with the

search for the new dean of Pamplin. It is also anticipated that the search for the director of Education Abroad will be completed by then as well.

7. Volunteers for Alumni Awards review committee

Bob Smith asked for volunteers to serve on the Alumni Awards committee. The call for nominations goes out in late October/early November; nominations are due in mid-January and winners must be selected by early March. Jennifer Nardine, Ian Leuschner, and Debra Stoudt agreed to serve on the committee. A previous award winner will be asked to serve as well.

8. Other items

- Reed Kennedy reported that he had met with Pat White to discuss Title IX in regards to a sexual harassment issue that took place this summer during a study abroad trip. He stressed the need to educate faculty about this potential scenario; he is organizing a workshop on this subject and will share the information with council members.
- David Brady announced new guidelines for Iranian foreign nationals have gone into effect and this could potentially impact students and their access to laboratories on campus. Legal Counsel is working with the Office of Export and Secure Research Compliance to address this situation; he asked for assistance in notifying all Iranian students at Virginia Tech. Monika Gibson replied that the graduate school can obtain their records and contact information; she will work with Cranwell to provide that information.
- The mini-grants program for new faculty initiatives is accepting applications through November 15. An announcement has been posted in the VT Notices.

9. Schedule for meetings for 2012 – 2013 academic year (all meetings take place on Mondays, 1:30 – 3:00 p.m., at the International Affairs Offices):

~~November 19~~—CANCELLED

December 3

~~December 17~~—CANCELLED

January 14

February 11

March 18

April 8

May 13