

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

Present:

Don Back, *Director, Language and Culture Institute*  
Lynda Bailey, *Assistant Registrar for Transfer*  
Suzie Baker, *Assistant Director, Cranwell International Center*  
Mike Bertelsen, *Executive Interim Director, Office of International Research, Education, and Development (OIRE)*  
Jacqueline Bixler, *Chair, Foreign Languages and Literatures*  
Cynthia Bonner, *Chief of Staff and Director of Administration, Office of Student Affairs*  
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*  
Tim Long, *Associate Dean for Strategic Initiatives and International Outreach, College of Science*  
Jennifer Nardine, *University Libraries*  
Jerry Niles, *Interim Vice President for Outreach and International Affairs*  
Jerzy Nowak, *International Programs, College of Agriculture and Life Sciences*  
Jenny Quijano Sax, *Interim Director, Education Abroad*  
Miriam Rich, *Director of Communications, OIRE*  
Ginny Ritenour, *Alumni Association*  
Barry Simmons, Sr., *Director, University 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*  
Danny White, *Director of Student-Athlete Affairs, Athletic Department*

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

Bob Smith called the meeting to order and asked participants to introduce themselves by sharing their plans for the holidays. A motion to accept the minutes of the October meeting as previously distributed was made by John Browder, seconded by Monika Gibson, and approved unanimously.

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

Jenny Sax provided a comprehensive update on events and activities in the Education Abroad Office. 18 students have been chosen as recipients of various scholarships including three from ACC (ranging from \$500 to \$1,500); ten from OIRE (\$1000 each), and five from Phi Beta Delta funded by the Language and Culture Institute (1,500 to \$4,500). Information about the winners will be posted on the Education Abroad website. On November 28, a pre-departure orientation was held for the 120 students headed to 28 countries this winter break and spring on non-VT faculty-led programs. The format had been revised significantly to include guest speakers such as Dr. Karen Watson from CLAHS, Angela Simmons from Student Conduct, and Major Kevin Foust from the VTPD. Their presentations were followed by break-out groups according to destination with study abroad returnees and international students. A copy of the presentation is posted on the website. Jenny reminded everyone that the office is available to assist with faculty-led pre-departure orientations upon request.

Jenny stated that today is the deadline for faculty leading winter break and spring semester trips to submit their completed insurance enrollment spreadsheets via the Scholar site. The insurance company will be processing the enrollments this week and will place group invoices in the Scholar drop box, and the office will notify faculty when their invoice is available for payment processing. She announced that the Education Abroad office will now administer the OIRED mini-grants, for which 11 applications have been received this semester. Jenny is requesting that each college nominate a representative to serve on the review committee; she will be using Scholar to facilitate the process. Award recipients will be announced the week of December 17.

Jenny had emailed copies of the proposed revisions to the student conduct records check release form that will allow faculty program leaders to have access to pending as well as fully adjudicated cases. She explained that faculty make their own decisions and this merely serves to facilitate conversations about behavior. Pending cases could potentially be more severe than previously adjudicated cases. Even students with histories of judicial problems can be accepted if faculty are confident that the situation was successfully resolved. A motion to accept the proposed changes was made by Lynda Bailey and approved by Barry Simmons and approved unanimously. Jenny will update, distribute via the UCIA listserv, and post on the website and all StudioAbroad applications. Over winter break, the office will be revising the Faculty 225 Memo Checklist (the Presidential Policy regarding Education Abroad program preparation) for proposal at the January UCIA meeting and will also offer an update on how the paperless student application system will impact the 225 checklist document collection process.

The annual WISE workshop on Intercultural Skills Enhancement, designed for faculty study abroad program leaders and study abroad professionals, will take place February 1-2, 2013 at Wake Forest University. Early-bird registration ends December 16. Education Abroad can provide \$100 toward the cost of the conference to the first five people who sign up and provide roundtrip transportation to/from Winston-Salem via vanpool. Additionally, Reed Kennedy organized an important training last Friday for faculty program leaders with Pam White from Conflict Resolution, Frances Keene from Student Affairs and Christine Dennis Smith from the Women's Center on "Responding to and Preventing Sexual Harassment While Abroad." The presentation will also be posted on the website. Jenny is also working with colleagues in key departments across campus to design a comprehensive training workshop for faculty program leaders on topics such as preventing sexual harassment while abroad, enhancing intercultural learning in overseas programs, health and safety, student management, emergency preparedness, and financial considerations. This workshop is tentatively scheduled for late March.

The application deadline for all fall 2013 bilateral and ISEP exchange applications is February 1. All applicants should be referred to the Education Abroad office for advising and application processing. Summer and fall program scholarship deadlines will be announced at the January meeting. The office has also begun a review of all Student Exchange Agreements. A list of unexpired agreements with active balances has been compiled; there are only 42 in this category. This information will be sent to colleges to review and advise if there is missing or inaccurate information and if renewal of an expired agreement is justifiable and recommended. The goal is to work across the colleges to finalize a comprehensive list of promotable SEAs and to begin thinking more strategically and collaboratively about partnerships. A protocol for initiating/renewing SEAs will be presented to UCIA for approval in February.

### **3. Cranwell International Center Updates**

Suzie Baker reported that although the Pie Day hosted on November 20 had only 33 pies donated for 211 students, the event was still successful for attendees (including the fifteen volunteers) who

stayed from noon – 4:30. Additionally, seven area families hosted a total of 33 students for Thanksgiving dinner. The VT homepage ‘Spotlight on Achievement’ features interviews with Cranwell students on the topics of diversity and inclusion. There will be a travel document signature day on December 13. The orientation program for the spring semester will also be slightly different; Cranwell will do the immigration portion and the center will partner with new Student Programs for the regular orientation.

#### **4. International Faculty Development Program Update**

Guru Ghosh introduced Dr. Tim Long, who is the associate director for international outreach in the College of Science. Dr. Long reminded attendees of the dean’s forum for global engagement, which is scheduled to take place in March; Jerzy Nowak remarked that he heard the event had been postponed until 2014.

Dr. Ghosh continued with his report; the IFDP represents the university’s commitment to internationalization by assisting junior- and mid-level faculty through the development of faculty expertise and leadership in the global arena. In 2013 it will take place in Singapore and Malaysia; in 2014 in South Africa. The call for nominations will be forthcoming; this year colleges will be able to nominate more than one person and more than one person per college may be selected to participate. Directors of institutes are also eligible for nominations. Feedback from previous years indicated that faculty wanted more time to pursue individual projects. This is the first time the program has taken place in Asia and the location will facilitate travel to China and Asia. Jerry Niles elaborated that clusters of work can develop in colleges and it might prove beneficial to allow multiple participants to attend together. The themes of this year’s program are Asian studies, life sciences, energy and the environment, technology, and entrepreneurship and innovation. Nominations are due mid-January.

#### **5. Discussion on Strategic Plan**

Jerry Niles and Guru Ghosh distributed copies of the common themes identified for the international component of the strategic that had been categorized under topics of funding, infrastructure, and academics. Dr. Niles had attendees form three groups and had them assign rankings of high, medium and low in order to create a casual discussion among participants.

Group 1 identified funding for Education Abroad as their highest priority; followed by creation of scholarships to attract high-caliber international students, general funding for international programs, and a funding action/process to create funds through development, grants, etc. Don Back commented that there are many different potential sources of funding and suggested a fund drive specifically for international programs.

Group #2 discussed how to create a framework: a financing scheme that would look at many sources; establishment of goals; the need to have a statement from each college to identify international initiatives. Debra Stoudt remarked that not only money is needed to accomplish things but policies and procedures as well; there is currently a lack of structure. Jerry Niles concurred that the UCIA could serve as a united voice.

Group #3 ranked as the highest priorities the need to expand funding and resources with multiple sources; expand all opportunities and service learning in particular; and a review of the education abroad office.

Dr. Niles will follow up by soliciting information from each college regarding their international initiatives. Jerzy Nowak noted that parity in bilateral exchanges is an important point to consider as well; a long-standing partnership with the University of the Free State of South Africa is in jeopardy due to lack of recruitment.

#### **6. Other items**

- John Browder announced that the Education Abroad task force is now conducting telephone interviews with peer institutions and hopes to have a report ready in early spring.
- Barry Simmons reminded the group that there are bridge loans available to help with up-front expenses such as airfare; preference is given to first-generation students and Pell grant recipients.
- Debra Stoudt announced a symposium on undergraduate research taking place on Wednesday, December 5 and a National Science Foundation workshop on international funding opportunities on Friday, December 7.
- Jackie Bixler announced that the first professor of Arabic has been hired in the Department of Foreign Languages and Literatures.

There were no additional items and the meeting was adjourned at 3:00 p.m.

#### **7. 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):**

January 14  
February 11  
March 18  
April 8  
May 13