

USA Council on International Education Meeting
June 2, 2008 – 1:30 – 3:30 p.m.
AHE Room 114

Attending: Isabel Brown, Peggy Delmas, Jim Ellis, David Feinstein, Woody Hannum, Sara Majors, Steve Morris, Maggi O'Brien, Samuel Russ, John Sachs, Julio Turrens

Visitor: Kim Culbreth, Development Officer, College of Education and Continuing Education

Absent: Russ Lea, Mohan Menon, Vaughn Millner

Reviewed and approved (as amended): at June 6/30/2008 meeting

Lillie Samuels, Secretary, Office of International Education and USACIE

Executive Summary: This meeting followed on the opening discussions from the first meeting. Focused discussion took place on the need for a development priority in support of the IE functions of the university. There was unanimous support for a recommendation to be made to the USA administration that IE development be placed on the USA priority list. The constitution and bylaws were also reviewed and approved with the recommendation that they be forwarded to the administration. Dr. Stephen Morris was elected unanimously as co-chair of the USACIE. Continuing discussions took place with respect to college and departmental priorities related to IE and the new mission statement and operations of OIE.

Discussion Notes: Kim Culbreth, visiting from the USA Development Office discussed developing long-term support for study abroad. An OIE draft development concept for the Foundation or other development was shared in the form of a hand-out. She discussed the newly created endowment – PAWS Around the World - and said that we will be able to add to it as we go along. Dormant accounts from the OIE office and a donation were used to set up this account with the endowment at nearly \$10,000 in the account. The account runs on a 5% return; therefore it potentially would generate a \$500 scholarship in the first year. The goal is to now grow the base endowment. She identified several local businesses to get started with. The account is broad enough to use how we see fit. Of course, ThyssenKrupp Steel and Stainless USA was identified as a good potential sponsor however with the caution that these efforts need to be coordinated.

Dr. Ellis said the idea is not to conflict with any development programs that are already out there. (He distributed handouts to the Committee and mailed them to the Committee members who were absent). The Council concurred that the President and Vice President should place this on the USA priority list. Kim Culbreth said that the idea for the PAWS Around the World Scholarship would be to make this for all USA students in general. The University will match dollar for dollar on contributions from faculty, staff, and alumni on this scholarship.

The chair asked the group if they wanted to make a recommendation to the administration that University needs to develop this issue. He asked “what are the priorities that this Council is going to want.” In the general discussion it was pointed out in the discussions that this (international education) needs to get on the agenda to speak with the Board of Trustees (hopefully next board meeting).

A motion was made by Maggi O'Brien that a recommendation be drafted from the Council that USA increase the priority of endowment development efforts for international support and sent to the President and deans. Isabel Brown seconded the motion. The Council members unanimously agreed with the motion.

Kim Culbreth said that she is on the fund-raising side. She said that having this on the university agenda will make it easier for us. She asked that we send her an email with any ideas. Dr. Ellis mentioned that he saw only one restriction at this time, that the award goes for students for "study abroad." Dr. Ellis said that the idea is that the Council should have scholarship committee to set up criteria for receiving the scholarship(s) once the funds become available. He mentioned that the selection criteria could change every year.

As part of discussion on who might be donors. Dr. Hannum asked if there was a list of international students who came here to study and stayed here. Dr. Ellis mentioned that every student's name who studied abroad dating back to 1999 will be sent to the Development office. He said that he had the list and would make it available to Kim Culbreth.

Dr. Sachs asked that at some point in the future – what about scholarships for faculty to go to do research abroad. Dr. Ellis mentioned that the criteria for the endowment could be changed needed. Dr. Ellis mentioned that this was part of the overall concept however the focus right now was on students as the priority is to get more students to study abroad.

(Kim Culbreth left for another engagement partway through the meeting as her contribution ended).

Again it was reiterated that a memo needed would be developed and circulated via email to the Committee. The recommendation would focus on the new USA mission statement, and put international initiatives on the priority list for funding. Steve Morris mentioned that the more the Foundation is aware of – the more apt they are to give funding. He mentioned that it is good to make a personal appearance before the Foundation. It was understood by all that such contacts must be coordinated through the appropriate offices in the administration however all agreed that a presentation to the Board, Foundation or anyone else the President deems necessary would be appropriate as part of these efforts.

Dr. Ellis mentioned that nominations for a co-chair had come in. Steve Morris was nominated by several council members. Then he asked the Committee how they wanted to proceed. Isabel Brown made a motion that Steve Morris be co-chair of the Committee. Dr. David Feinstein seconded; the rest of the Committee was unanimously in favor. Dr. Steve Morris was elected Co-Chair of the USAOIE Council.

Dr. Ellis asked if there were any feedback on the USACIE constitution and bylaws. Discussion followed with amendments suggested. Dr. Ellis noted that getting Student Government president or representative involved this Fall would be a good idea, and would invite that person to the next meeting.

A motion to accept the USACIE Constitution and by-laws as amended was made by Steve Morris; seconded by Dr. Samuel Russ – approved unanimously by the Council. Decision was also made to draft a memo to the administration and deans to accept the by-laws.

Due to the guest the order of the discussions was rearranged and following the above discussion a review of the draft of the previous meeting took place. Dr. Steve Morris motioned to accept the minutes from the last meeting. During discussion, Isabel Brown indicated that she thought the minutes were too detailed; but later withdrew the thought given the discussion and in light that since it was the first meeting of the Committee, perhaps it is o.k. and decided that it was best to have more than too little. It was decided that Dr. Ellis would add an executive summary before the minutes went out. They were accepted with the modification.

Dr. Ellis remarked that work was still taking place on the web presence and still intended to make recommendations for the college pages and asked that if anyone had questions, to email him. Then he asked if there was anything from the previous meeting that had been left off. "No."

Dr. Ellis had several handouts that he passed around to the Committee. There was a review of NAFSA information that he was designed for senior university administrators (presidents and VP's). A recent survey has also raised the question on how many universities have done anything about internationalization. He mentioned that we have met one condition – the enhanced mission statement. How do we address further address internationalization is the next question. Background on such discussions at the national level was reviewed like NAFSA's definition of internationalization in higher education. Handouts with questions to be answered were shared with the council and discussion followed on USA questions that we may want to ask ourselves.

Dr. Ellis discussed the conversation with ThyssenKrupp Steel and Stainless USA about a need for language translations. He mentioned that by the end of that day of the request, he had found five possible options. The question was raised about how the Council will set up data collection to be able to answer these requests in the future. This is a conversation the Committee need to have. The recommendation was made to see if such questions can be added to Human Resources new employee process. It was also commented that to collect the information into a database was not sufficient as it needed to be current and maintained.

Ideas were brought up for discussion at the next USAOIE meeting and when it would take place. Some of the things to focus on would be the goals of each college. Have a brief questionnaire for fall announcement for sponsored activities. IE/Study abroad faculty compensation/ reimbursement and activities would also be discussed. Risk Management and study abroad components would also need to be on the agenda. A suggestion was made that we need to create a database of what is available to students who want to study abroad. Another concern that was also raised was how to support the non-traditional students including those with dependent children.

It was decided that the next meeting would take place in a month, i.e. June 30 from 1:30 – 3:30 p.m. With no further discussions, the meeting adjourned.