



**University of South Alabama
Council for International Education &
Scholarship (USACIES)**

- **Membership**
 - **Overview**
- &**
- **Constitution and Bylaws**
*as amended and approved
on July 8, 2009*

<http://www.southalabama.edu/oie/usacie.html>

University of South Alabama Council on International Education & Scholarship

Membership as appointed on September, 2009

USA CIE members indicated below are appointed from September, 2009 through September, 2010. Appointments to the Council subject to review and recommendation by the Senior Vice President for Academic Affairs and Deans of the respective colleges on an annual basis. For historical membership please refer to Appendix A.

USACIES 2009-2010 - Chair – Jim Ellis – as appointed April 21, 2008
Co-chair – TBA, as elected

USA Office of International Education

Dr. Jim Ellis, Director, jimellis@usouthal.edu, 251-460-6085

Dr. Lois Wims, ad-hoc member, chair – British Studies and CCSA Committee –
lwims@usouthal.edu, 251-460-7391

USA College Representatives:

College of Allied Health Professions: Dr. Julio Turrens, Associate Dean, jturrens@usouthal.edu, 251-380-2785

College of Arts and Sciences: Dr. Isabel Brown Chair and Associate Professor, Department of Foreign Languages and Literatures, ibrown@jaguar1.usouthal.edu, 251-460-6291

Mitchell College of Business: Alex Sharland, Associate Professor, Marketing and E Commerce, asharland@usouthal.edu, 251-460-6412

College of Education: Dr. Peggy Delmas, Instructor; Department: Leadership and Teacher Education, pdelmas@usouthal.edu, 251-380-2889

College of Engineering: Dr. Samuel Russ, Assistant Professor, Department of Electrical and Computer Engineering, sruss@usouthal.edu, 251-461-1378

College of Medicine: Margaret O'Brien, M.D., Associate Dean for Student Affairs and Assist. Prof. Pathology, mobrien@usouthal.edu, 251-460-7174

College of Nursing: Dr. Sara Majors, Associate Clinical Professor, smajors@usouthal.edu, 251-434-3888

School of Computer and Information Sciences: Dr. Thomas F. Hain, Associate Professor has been appointed to the council as the School of Computer and Information Sciences representative. thain@usouthal.edu 251-460-6390 (as of 7/2008)

School of Continuing Education and Special Programs: Dr. Vaughn Millner, Interim Dean, vmillner@usouthal.edu, 251-460-6283

USA International Studies Program

Dr. Susan McCready, Professor and Director, smccread@jaguar1.usouthal.edu, 251-460-6291

USA Honors Program

Dr. Robert Coleman, Associate Professor and Director, rcoleman@usouthal.edu, 251-460-6146

USA Faculty Senate

David Turnipseed (chair) USA Faculty Senate and MCOB Professor, Management
turnipseed@usouthal.edu, 251-414-8087

USA Student Government representative - Glenn Richard Gardner, SGA President 2009-2010
or representative, sga@jaguar1.usouthal.edu

University of South Alabama Council on International Education & Scholarship OVERVIEW

The USA Council on International Education & Scholarship (USACIESS) is responsible for advising the President, Senior Vice President for Academic Affairs and Vice President for Health Sciences on:

- *Advising/Support* on the Administration/Resources of the Office of International Education as well as related programming including but not limited to study abroad initiatives.
- *Curricular and Campus wide Internationalization & Cultural Competence*, to include the coordination/integration of international education across the curriculum, academic and research functions of the university,
- *International Agreements and Collaboration*, the academic/administrative merit, overall value and viability of agreements for international cooperation into which the University and its units may wish to enter,
- *Strategic IE Planning*, the immediate and long-term directions for the growth and development of international education and related university activities to include education/study/research/internships abroad, review of health and safety standards for international travel, etc.
- *Benchmarking, Standards and Continuous Improvement*. The implementation of sound IE programming and suggests mechanisms for periodic evaluation of USA's international education program functions.
- *Memberships*, collaborating in institutional and professional international education organizations including ACE (American Council on Education) Internationalization efforts, IIE (Institute of International Education), AIEA (Association of International Education Administrators), NAFSA (Association of International Educators), FORUM (Forum for Education Abroad), etc.
- *IE Development*, by establishing and reviewing mechanisms for the annual allocation of seed money and resource funds to colleges, team, or individuals for new international initiatives including a focus on scholarship programs for students.

and

- “*State of International Education at USA*”, through regular (minimally annual) reports on the "State of International Programs" based on the establishment of a IE data clearinghouse and participation in external/internal and other regular reviews of internationalization at USA,

USA Council on International Education & Scholarship (USACIES)

As amended and approved by unanimous consent on June 2, 2008

Constitution and Bylaws

Preamble

The University of South Alabama is committed to fostering a community that welcomes all peoples and their ideas in pursuit of world-class teaching, research, professional education, outreach and community service.

BELIEVING that the University of South Alabama is an internationally recognized university because of research, teaching and extensive collaboration with other universities, international presence in the scientific community, and linkages with government and international as well as domestic agencies in the pursuit of learned society activities, and

BELIEVING that vibrant faculty and administrative leadership will continually advance the interests of USA to pursue global relationships which can make a significant difference in the lives of Alabama residents, students, alumni and key stakeholders worldwide,

USA therefore enacts the following Bylaws for the USA Council on International Education with the approval of the President of the University, the Senior Vice President for Academic Affairs, Senior Vice President for Health Affairs.

Article I. Name

The name of the council is the USA Council on International Education (USACIES).

Article II. Purpose

The Council acts in support of the USA International Mission and the University Strategic Plan.

The International Mission of USA is to reflect through all activities an appreciation of the significance of other cultures and languages and of global change and to enhance awareness and understanding of the environmental, political, economic, social, and technological challenges that confront communities across the globe.

The Council is the direct voice of its constituencies to USA senior administration and recommends policies, programming and integrative actions as identified.

Article III. Functions

The functions of the Council on International Education are to:

- ❖ Assist the Director for International Education in formulating and implementing university policy relevant to all international;
- ❖ Identifying and recognizing USA achievement by faculty, students, academic and administrative units in all areas of international education;
- ❖ Sponsor and/or support programs/activities that promote or recognize international scholarship, including but not limited to scholarship programs for education abroad opportunities for USA students;
- ❖ Serve as catalyst for international academic programming;

- ❖ Form special/ad hoc committees to research relevant/timely subjects related to international education;
- ❖ Develop recommendations for policy/procedure changes to advise the President and Senior Vice President for Academic and Health Affairs;
- ❖ Increase university-wide coordination of international activities/initiatives by sharing information and resources across colleges, administrative units and agencies;
- ❖ Advance goals and objectives of the University's Strategic Plan.

The Council on International Education will be instrumental in accomplishing these goals:

- Achieve greater eminence and international prominence throughout USA academic and professional programs.
- Engage the entire university community in our leading strengths through interdisciplinary cross-cutting initiatives. Programs with the greatest potential for excellence will be targeted and given the resources to seek national and international recognition.
- Develop an appreciation of other cultures by expanding our global focus; by increasing international study and research participation as well as opportunities; by expanding international government, university, and corporate partnerships; and by imbuing an international flavor to curricular offerings.

Article IV. Membership as amended and approved Summer 2009. For historical membership see Appendix B.

The University Council on International Education & Scholarship has 14-15 members representing the USA academic community:

- *The principal committee shall be formed by the following membership* appointed by the Senior Vice President for Academic Affairs:
 - *Voting members:*
 - ✓ **Director International Education**- chair (see chair section of bylaws)
 - ✓ **Representatives appointed by the Dean's of each of USA's colleges (9);** *College of Allied Health Professions, College of Arts and Sciences, Mitchell College of Business, College of Education, College of Engineering, College of Medicine, College of Nursing, School of Computer and Information Sciences, School of Continuing Education and Special Programs*
 - ✓ **Director, International Studies (1);**
 - ✓ **Director, USA Honors Program (1);**
 - ✓ **Faculty Senate Chair or representative (1);**
 - ✓ **Student Government President or representative (1)**
- *Non-voting: The USA CIES may at its discretion also request representation from the following university areas or others as identified on an ad hoc basis by the council:*
 - ✓ Chair, USA British Studies/CCSA Committee
 - ✓ Vice President, USA Office of Research
 - ✓ Associate Vice President, Enrollment Services
 - ✓ Director, USA English Language Center
 - ✓ Director, Int'l Student Services/Admissions, Enrollment Services
 - ✓ Immigration Coordinator (Int. Scholars), Enrollment Services

- ✓ Faculty representative selected by the study abroad program coordinators/leaders;
- ✓ Representative(s) from all units within the University that have responsibility for leading and managing international matters for students, staff, faculty and other groups affiliated with the University (Business Affairs, Financial Aid, Bursar, Registrar, Enrollment Management, Student Services);
- ✓ Staff Senate representative

Section 1. Voting Privileges

All members of USACIES except the ex officio and ad-hoc member shall have voting privileges.

Section 2. Term of Membership

Membership shall be reviewed and appointed no later than October 1 of each year. Appointments are at the discretion of the Senior Vice President for Academic Affairs and recommendation of the respective deans of the USA colleges. Members may be reappointed on a year to year basis.

Section 3. Replacements, Alternates, Substitutes, and Visitors

Appointed members who depart the USACIES may be replaced by recommendation of the dean of the respective college. Such recommendations will be forwarded to the Senior Vice-President for Academic Affairs for appointment.

The USACIES may permit appointed alternates with voting privileges and substitute members with voting privileges, where such privileges are not limited by the constitution and bylaws of the participating assembly, association, senate, or group. Such alternates/substitutes should be identified to the chair of USACIES in advance of any specific meeting(s). Visitors may attend the meetings of the USACIES.

Article V. Officers

Section 1. Officer(s)

The officer(s) of the USACIES are the Chairperson(s). Additional officers may be appointed as required by the chair. Administrative support for USACIES will be provided by the Office of International Education.

Section 2. Council Chair/Co-chair

A Co-chair is elected annually by the Council membership. The chair will be the Director of the Office of International Education.

Section 3. USACIES Representatives to other USA administrative and academic councils

The Chairperson(s) shall appoint as appropriate USACIES representatives to other USA administrative and administrative councils.

Article VI. Committees

The USACIES may request and appoint special committees, working groups and ad hoc committees as needed.

Article VII. Meetings and Procedures

Section 1. Parliamentary Procedures

The latest edition of Robert's Rules of Order, subject to special rules as may be adopted by the USACIES shall govern the procedures of the USACIES, and other sub-committees and working groups.

Section 2. USACIES Procedures

1. The USACIES shall meet at a minimum two times per semester, or as otherwise deemed appropriate by the council, chairperson or co-chair. Cancelled meetings shall be noted in the minutes of the subsequent USACIES meeting.
2. The USACIES will maintain a web site hosted by the Office of International Education.
3. The Chair shall prepare and distribute the agenda to members the Council of to each meeting. Items to be placed on the agenda must be submitted to the Chairperson prior to the meeting date. The Chair will appoint a secretary for each meeting who will record the minutes (including attendance) of each USACIES meeting. The minutes will be distributed to members of the Council and posted on the Council's web site. If no changes or corrections are reported to the Chair prior to the next meeting, the minutes will be considered approved as posted.
4. Any member of the USACIES may place an item on the agenda by notifying the Chairperson in advance of the meeting. \
5. The Council may submit its recommendations to Director of International Education or, when appropriate, to the Senior Vice President(s) for Academic Affairs and Health Affairs.

Article IX. Amendments

Section 1. Notice of Proposal

Notice of proposal to amend these By-Laws shall be given in the USACIES agenda and considered at no fewer than two meetings of the USACIES prior to voting. The proposed amendments shall be distributed with the agenda. A two-thirds affirmative vote of all voting members of the Council is required for approval.

Section 2. Ratification and Approval

An amendment to the By-Laws becomes effective upon ratification in the following order by the USACIES, and approval by President and Senior Vice President(s).

APPENDIX A

USA Council on International Education

Membership as appointed on April 21, 2008 and amended June 2, 2008

USA CIE members indicated below are appointed from April 2008 through September, 2009. Appointments to the Council subject to review and recommendation by the Senior Vice President for Academic Affairs and Deans of the respective colleges on an annual basis beginning September 2009.

USACIES 2008-2009 - Chair – Jim Ellis – as appointed April 21, 2008
Co-chair – Stephen Morris, as elected June 2, 2008

USA Office of International Education

Dr. Jim Ellis, Director, jimellis@usouthal.edu, 251-460-6085

Dr. Elwood Hannum, ad-hoc member, chair – British Studies and CCSA Committee -
ehannum@jaguar1.usouthal.edu - 251-460-6283

USA College Representatives:

College of Allied Health Professions: Dr. Julio Turrens, Associate Dean, jturrens@usouthal.edu, 251-380-2785

College of Arts and Sciences: Dr. Isabel Brown Chair and Associate Professor, Department of Foreign Languages and Literatures, ibrown@jaguar1.usouthal.edu, 251-460-6291

Mitchell College of Business: Alex Sharland, Associate Professor, Marketing and E Commerc, for Dr. Mohan Menon, Chair of the Department of Marketing mmenon@usouthal.edu, 251-460-7903

College of Education: Dr. Peggy Delmas, Instructor; Department: Leadership and Teacher Education, pdelmas@usouthal.edu, 251-380-2889

College of Engineering: Dr. Samuel Russ, Assistant Professor, Department of Electrical and Computer Engineering, sruss@usouthal.edu, 251-461-1378

College of Medicine: Margaret O'Brien, M.D., Associate Dean for Student Affairs and Assist. Prof. Pathology, mobrien@usouthal.edu, 251-460-7174

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School of Continuing Education and Special Programs: Dr. Vaughn Millner, Chair, Department: Department of Interdisciplinary Studies, vmillner@usouthal.edu, 251-460-6263

Office of the Vice President for Research

Dr. Russ Lea, Vice President for Research, rlea@usouthal.edu, 251-460-6333

USA International Studies Program

Dr. Stephen Morris, Professor and Director, smorris@jaguar1.usouthal.edu, 251-460-7200

USA Faculty Senate

Dr. John Sachs (chair) USA Faculty Senate and Associate Professor Leadership and Teacher Education
jsachs@usouthal.edu 251-380-2765

USA Student Government representative - TBA SGA President or representative

APPENDIX B

Original Membership statement from April 2008.

Article IV. Membership

The University Council on International Education has 14-15 members representing the USA academic community:

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 - ✓ **Representative from Vice President for Research office (1)**
 - ✓ **Director, International Studies (1);**
 - ✓ **Faculty Senate Chair or representative (1);**
 - ✓ **Student Government President or representative (1)**

- *The USA CIE may at its discretion also request representation from the following university areas or others as identified by the council:*
 - ✓ Director, USA English Language Center
 - ✓ Director, Int'l Student Services/Admissions, Enrollment Services
 - ✓ Immigration Coordinator, Assoc.VP Enrollment Services
 - ✓ Faculty representative selected by the study abroad program coordinators/leaders;
 - ✓ Representative(s)e from all units within the University that have responsibility for leading and managing international matters for students, staff, faculty and other groups affiliated with the University (Business Affairs, Financial Aid, Bursar, Registrar, Enrollment Management, Student Services);
 - ✓ Staff Senate representative