

# COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

## Minutes

September 5, 2013

3:30-4:30 p.m.

325 Burruss Hall

**Attendance:** Don Back, Carlyle Brewster, Andrea Brunais, Kirsten Buhls, Jack Davis, Guru Ghosh, Holly Grant, Aditya Johri, Ed Jones, Michael Schwarz, S. Lyn Sharp, Susan Short, Justin Camputaro (guest), Jerald Walz (guest), Danny White (guest), Jen Underwood (guest)

**Absent:** Kathleen Alexander, Lee Cooper, Christine Fiori, Reed Kennedy, Andrew Overbay, Elankumaran Subbiah

### 1. Welcome and Introductions

Carlyle Brewster welcomed everyone to the meeting. Self-introductions were made.

Guru Ghosh gave the charge to the commission

“To study, formulate, and recommend to University Council policies and procedures concerning the engagement of the University in service, outreach, and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education, economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. The Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs.”

Guru’s charge also included a discussion with the commission for change in the commission’s meeting activities. Guru called for less show and tell activities and more of a focus on governance in terms of policies and procedures. He asked for more collaboration, improvements, enhancements and other areas of growth.

### 2. Agenda Approval

Carlyle made a call for the approval of the agenda; the agenda was moved to approve; seconded and was approved.

### 3. Announcements

Carlyle made the call for announcements.

Andrea Brunais gave information on the *Outbursts* newsletter and provided the commission with a copy of the September 2013 issue. This newsletter will replace the annual Outreach and International’s magazine.

Susan Short announced this edition of Inside Outreach showcases one of the extraordinary COTA programs delivered from the Hotel Roanoke and the School of Education.

### 4. Approval of Minutes, May 9, 2013

The minutes from the May 9, 2013 were sent out electronically for updates; were updated accordingly and were sent onto University Council and to the University Governance website.

### 5. Chairman’s Report

Carlyle discussed the meeting of Commission Chairs which includes the following Commissions: Commission on Administrative and Professional Faculty Affairs, Commission on Equal Opportunity and Diversity; Commission on Faculty Affairs; Commission on Graduate Studies and Policies; Commission on Outreach and International Affairs; Commission on Research; Commission on Staff Policies and Affairs; Commission on Staff Affairs; Commission on Undergraduate Studies and Policies; and the Commission on University Support..

There are no minutes for this meeting since the September 2 University Council meeting was cancelled; however, the items discussed will be presented to the University at the September 16 meeting.

Carlyle discussed with members the need for items to be carried over from year to year so that the incoming Chair can discuss these at the Commission Chairs meeting. He called for more substantial items to be put forward, not just the Alumni Awards.

Carlyle was not present for the July 16 Outreach Council meetings, but discussed the minutes that are posted on the Outreach and International Affairs' website. As discussed at the Outreach Council meeting, Susan Short informed the committee that resources are still available at the Inn at Virginia Tech and Skelton Conference Center and the Hotel Roanoke and Conference Center to assist colleges, faculty, and various departments to host conferences and seminars. Proposals for these activities are still being accepted and Susan asked to be contacted if there are any questions or ideas.

**6. Election of the Vice Chair**

In reviewing the criteria for Vice-Chair, which includes having two (2) more years on the commission and served on the commission for one (1) year prior, four members fit the criteria. All except one of these members, however, were absent from the meeting. The member who was present, Aditya Johri, declined the nomination because of his expected departure from Virginia Tech. Reed Kennedy was nominated and seconded in absentia, and the nomination was accepted. The commission voted unanimously to have Reed as the Vice-Chair.

**7. Reports**

**a. Virginia Cooperative Extension (VCE)**

Ed Nelson gave the commission information on Virginia Cooperative Extension and recognized Kirsten Buhl and Michael Schwarz as Extension agents present at the meeting.

Ed also informed the commission of the Galaxy Conference in Pittsburg, PA the week of September 16. There are 50 agents and full-time faculty attending from campus attending the conference. They have one individual running for national office and one group receiving an award.

**b. University Council on International Affairs (UCIA) Meeting**

Don Back informed the council he had notes from the August 26 meeting; however, he was not present at that meeting. He discussed the minutes of the May 13 meeting.

Guru informed the commission that two issues may be brought before the Commission on Outreach and International Affairs. The first is recommendations from a UCIA subcommittee on international education policy, which looks at funding, transfer credits, and graduation. The second is issues related to safety and security.

**8. Carnegie Reclassification Application Process**

Susan Short presented to the commission information on the Carnegie Reclassification application process. An outline of what is involved in the process was sent to commission members electronically. Susan asked that the Commission on Outreach and International Affairs be actively involved in the gathering and reviewing of the materials as well as the preparation of the final report that is due on April 15, 2015. Susan also asked Carlyle to appointment two commission members to join the taskforce writing team at the October commission meeting. Susan and Jerald would like to do a formal presentation at the October meeting. Susan also asked that the outline be added to the Outreach and International Affairs website. If anyone is interested in being appointment to this taskforce, please contact Carlyle. It was recommended that Carlyle discuss the reclassification process at the next Commission Chairs meeting.

**9. Commission Board Member Comments**

Susan asked to add the topic of the university policy of "what qualifies as a service learning course" be added as a future commission meeting agenda item. Jack Davis suggested that Patrick Miller be asked to do this presentation.

Carlyle informed the commission that Glenda Scales would like to talk to the members about the Dean's Forum on Global Engagement scheduled for next March. She will be added to the October 17 meeting agenda.

Guru has been asked by the Provost to finish the Strategic Plan on Global Engagement by the holidays. Guru will have a draft for the commission members to review sometime after Thanksgiving.

Michael Schwarz spoke briefly about the Global Forums for Innovation in Agriculture.

Respectfully submitted,

Holly Carroll  
Recording Secretary

## UCIA Report

### May Meeting

- 1) UCIA members were reminded of their responsibility under Presidential Policy Memo 225 that preparatory checklists for faculty study abroad trips must be turned in one month pre-departure. PPM 281 mandates compliance with 225. Other policies and procedures concerning study abroad preparation can be found on the Education Abroad website.
- 2) Education Abroad strongly recommends that U.S. students traveling abroad register with the Department of State Smart Traveler Enrollment Program (STEP).
- 3) The cost of travel insurance for study abroad has increased effective July 1 to \$32.75, or \$8.50 per week.
- 4) This (last) summer all programs used the new summer tuition model, which sets a five-credit cap as opposed to the previous model, which charged per credit hour.
- 5) The Annual Education Abroad Fair will be held on the Drillfield September 18 10am-4pm
- 6) Mini grants under review and announcements of recipients are forthcoming.
- 7) Findings and recommendations for the Education Abroad Task Force which met in April were reviewed and UCIA members expressed support for these. The primary concerns expressed in the report were the needs for a bigger EA Office with a minimum of 14 full time employees. A motion to accept the recommendations in the report was made and supported by the committee.
- 8) The International Education Policy Committee (IPEC) met on May 3. EA is working with the Office of the Registrar to add name of **university** studied on the student transcript.
- 9) An international safety task force will start work in June to be completed by early fall. Members include Guru Ghosh, Christine Fiori, Kay Heidbreder, Gary Kirk, Jack Davis, Jenny Sax.

- 10) Mike Bertelsen and Jenny Sax assumed permanent director positions in their respective areas: OIRED and Education Abroad.

### August Meeting

Top issues shared in the August meeting concerning study abroad (in no particular order) are as follows:

1. Rising cost of summer tuition makes it very difficult for students to participate in VT's own study abroad programs.
2. The lack of centralization in matters pertaining to Education Abroad.
3. VT's lack of presence and strength in Latin America, including Brazil.
4. Lack of presence (off-campus), lack of space, lack of personnel, and lack of funding.
5. Low funding for Education Abroad programs.
6. Lack of curricular flexibility to better accommodate study abroad.
7. Standardized program approval protocol needed for all VT abroad programs (including faculty-led and exchange) that meets best practice standards.
8. Vetting criteria needed for non-VT programs, moving toward a preferred provider model, to ensure that such programs have been carefully vetted for academic pertinence and rigor as well as for health, safety and risk management.
9. More incentives needed for student and faculty participation in study abroad.
10. Guidelines are needed for when to create new MOU's and creating a new option for Letters of Intent.