

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
Minutes
November 21, 2024; 3:30-4:30 p.m.
120 Gateway/ZOOM

Attendance (in person): Tom Archibald, Jennifer Clevenger, Penny Muelenaer, Amanda Stewart, Susan Whitehead

Attendance (via Zoom): Francisco Carvallo (Presiding), Ashley Appling, Diana Bairaktarova, Eric Bendfeldt, Terry Clements, Mike Gutter, Abdeali Jivaji, Katalin Parti, Lynn Resler, Susan Short, Richard Shryock, Rebecca Smith, Aimée Surprenant

Absent with Notice: Guru Ghosh, Charles Lowery, Abbigail Moore

Absent without Notice: Cristalia Laing

Guests: Kathy Hager, Rich Mathieson

Welcome and Self-Introductions: The meeting was called to order 3:31 p.m. Francisco Carvallo welcomed the group. Self-introductions were made; written and visual attendance was taken and quorum was met.

1. **Adoption of the Agenda:** Francisco asked for a motion to adopt the agenda as presented, Richard Shryock moved to adopt the agenda; Jennifer Clevenger seconded; there was no opposition or abstention; the agenda was adopted as presented.
2. **Announcement of Approval of Minutes, September 19, 2024:** Minutes from the September 19, 2024 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>). As a reminder, the last COIA meeting of October 17, 2024 was cancelled.
3. **Announcement of Vice-Chair:** Francisco announced that voting had taken place for the candidates of Vice-Chair for COIA and Jennifer Clevenger has been elected Vice-Chair and will be the Chair for 2025-2026.
4. **Outreach Centers Overview:** Susan Short presented slides describing the units under the Outreach/Engagement division of Outreach and International Affairs. Susan noted that although Outreach and Engagement have been used interchangeably by some, it is important to note that Engagement includes a Scholarship component and is bi-lateral. Members of COIA were asked to test their knowledge of different units and leaders within Engagement. Francisco asked about future diversification; Susan responded by expanding programs and ways to elevate research and involve stakeholders and the community.
5. **Acceptance of Constituent Reports and/or Minutes:**
 - A. **Chairman's Report on University Council meetings of October 7 and November 4, 2024:** Francisco reported on the University Council meetings from October 7 and November 4, 2024. The October 7th meeting included the second reading and approval of Commission on Staff Policies and Affairs' resolution to form a task force to review compensation for staff and non-student wage employees. The October 21st meeting was cancelled. The November 4th meeting included the first reading of the Commission on Faculty Affairs' resolution to amend the faculty handbook description of administrative support for University Distinguished professors.
 - B. **Engagement Leadership Council:** The next Engagement Leadership Council (ELC) will be held on December 5, 2024.
 - C. **University Committee on International Affairs (UCIA):** Tom Archibald reported on the September 23, October 28 and November 18, 2024 UCIA meetings. Highlights from all three (3) meetings included: priorities for UCIA meetings during the upcoming academic year; increasing student enrollment and celebrating student services; having guest speakers; including updates to International Education Week (IEW) (which occurred last week); securing external support for IEW; International at Home updates including the Global Learning Badge program that Rachel Fitzgerald is leading; updates on the international website; many events that are on-going across campus; visitors to campus; the MOU process; the global newsletter (to sign-up, contact Amanda Broome: pbroome4@vt.edu); language resources for spouses and

dependents; updates on the Engagement Leadership Consortium; updates from the Cranwell International Center to include growth in employees, reduced processing times and strategic planning; updates on policy for travel from the Global Travel Oversight Committee (GTOC) including a new committee to approve non-credit student travel; and a brief IEW update. Kimberly Rhodes indicated that she could contact Allie Oberoi to present to COIA at the February 20th meeting for all to hear the updates to the travel policy. UCIA minutes are located at: <https://www.outreach.vt.edu/about/commissions-committees/ucia/uciaminutes.html>.

- D. **Virginia Cooperative Extension (VCE):** Mike Gutter gave a VCE update which included continuing the strategic planning process with an outside firm with the hope to conclude early 2025; identifying core strengths and resource allocation. He mentioned the Agriculture Summit that occurred in April and announced the Cathy Sutphin will be retiring.
6. **Announcements/Commission Board Member Comments:** Due to time constraints, announcements and comments can be emailed to Francisco or Kim as appropriate.
7. **Motion to Adjourn:** Richard made the motion to adjourn, Jennifer seconded; there was no opposition; the meeting adjourned at 4:27 p.m. **Please note: The next meeting will be held on December 5, 2024.**

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

TENTATIVE MEETING DATES FOR 2024-2025 (All meetings will take place at either 120 Gateway Center-902 Prices Fork or Zoom)

- December 5, 2024 3:30-4:30 p.m.
- **NO JANUARY MEETING**
- February 20, 2025 3:30-4:30 p.m.
- March 20, 2025 3:30-4:30 p.m.
- April 17, 2025 3:30-4:30 p.m.
- May 1, 2025 3:30-4:30 p.m.