

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

February 17, 2022; 3:30-4:30 p.m.

120 Gateway Center and Zoom

Attendance via Zoom: Robert Weiss-Presiding, Jan Helge Bøhn, Nick Copeland, Ben Grove (for Ed Jones), Ralph Hall, Farida Jalalzai (for Laura Belmonte), Marcus Johnson (guest), Penny Muelenaer, Aimane Najmeddine, Cassidy Rist, Peter Schmitthenner, Megan Seibel

Attendance in person: Don Hempson, Theresa Johansson, Susan Short

Guests: April Myers

Absent with Notice: Laura Belmonte, Tara Brent, David Brinberg, Guru Ghosh, Ed Jones, Robert Oliver, Angela Scarpa

Absent: John Galbraith, Kenner Love

Welcome and Self-Introductions: Robert Weiss called the meeting to order at 3:30 p.m. and welcomed the group. Self-introductions were made; attendees signed the attendance sheet; those participating by Zoom signed into the chat; visual attendance was also taken; a quorum was established. Robert W. indicated that Jan Helge Bøhn will take over the meeting after the Chairman's Report as Robert W. was in transit.

1. Adoption of Agenda:

Robert W. called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.

2. Announcement of Approval of Minutes, December 9, 2021:

Minutes from the December 9, 2021 meeting were sent out electronically for edits and were approved electronically. Minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).

3. Resolution to Revise University Committee on International Affairs (UCIA) Bylaws-

First Reading: Theresa Johansson read the resolution to revise the University Committee on International Affairs (UCIA) Bylaws (**see attached**). The resolution is being presented in order to add representatives as well as update titles to the membership of the UCIA Bylaws. There were no questions with regard to the resolution; second reading and vote will occur at the next meeting.

4. Acceptance of Constituent Reports and/or Minutes:

A. Chairman's Report: Robert W. spoke about the University Council meeting that occurred on February 7, 2021. In addition to the Chair reports; acceptance of Commission minutes; the meeting included second reading and voting for CAPFA resolutions to update membership in various committees as well as a first reading resolution from CGPSP to change leadership timing. The main discussion centered on the CGPSP resolution for first reading to institute a living wage for Graduate Students. Several commission members of the commission discussed the impact on Graduate Students especially concerning food insecurities. Some of the impacts discussed included international students and international students' inability to work outside of campus/second jobs; limitations on number of hours they are able to work-limited to 20 a week; inability to take out loans and the inability to send home money for international graduate students that may be supporting families in their native countries. Additionally, some transfer students, domestic and first-generation students may also be impacted. There was discussion with regard to the task force that would need to be formed to review the data and proposal by governance; as well as financial commitments that are handled within the financial areas of the University. A suggestion was made for COIA to endorse support for this resolution, but due to timing of the resolution being presented for second reading/voting, this was not feasible. Members were directed to submit

comments/concerns/support to vppg@vt.edu. Approved University Council meeting minutes can be found at: <https://governance.vt.edu/meeting-materials.php>.

- B. Vice-Chairman's Report:** Jan Helge Bøhn announced that there were two (2) team applications and one (1) individual application received for the Alumni Awards for Outreach Excellence. Winners were selected, but are not able to be announced until Special Events/University Relations releases their press package of all Faculty Awards.
- C. Virginia Cooperative Extension (VCE):** Ben Grove reported for Ed Jones. The search committee for Ed Jones' position, Director of Virginia Cooperative Extension and Associate Dean of the College of Agriculture and Life Sciences has been appointed; Dr. Jones will stay on until the position is filled. The position is posted in PageUp for anyone to view; send to colleagues. With regard to the Organizational Effectiveness Plan, they are in the process of implementing a brand refresh for VCE with roll out to occur over the next year. Additionally, VCE is adding a fifth district which should help the organization better support their employees and clientele. The new district should be staffed and operational by July 1.
- D. University Committee on International Affairs (UCIA):** Farida Jalalzai spoke about the three Alumni Awards for Excellence in International Education, Outreach and Research; with one (1) application for Outreach; two (2) applications for Education; and four (4) applications for Research. The winners were selected and will be announced once Special Events/University Relations releases their press package of all Faculty Awards. Theresa spoke about the MOU working group's discussion about aspects being outlined to make the process more efficient; including examples at the college level being discussed for consideration. Additionally, at the UCIA meeting, the Internationalization at Home working group reported on how to define internationalization and working toward enriching cross-cultural opportunities throughout the campus experience. The UCIA Bylaws were presented for second reading and voting at the UCIA meeting.
- E. Engagement Leadership Council:** There was no report, as the council has not met since the last COIA meeting. The next quarterly meeting of the Council is scheduled for March 3, 2022.
- 5. Call for Announcements/Commission Board Member Comments:** Jan Helge made the call for announcements/comments.

Susan Short announced the Engagement Scholarship Consortium is accepting nominations for awards recognizing excellence in the scholarship of engagement. Information related to the nomination process and award categories can be found at <https://engagementscholarship.org/grants-and-awards/esc-awards-program/nomination-procedures-and-process>. March 25, 2022 is the deadline for submission.

- 6. Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; all were in favor; the meeting adjourned at 4:21 p.m. **The next meeting will be March 17, 2022 from 3:30-4:30 p.m. via Zoom.**

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2021-2022 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

- March 17
- April 21
- May 5

Commission on Outreach and International Affairs (COIA)
Resolution to revise University Committee on International Affairs (UCIA) Bylaws
COIA 2021-2022C

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| First Reading by UCIA | <u>December 8, 2021</u> |
| Second Reading by UCIA | <u>January 24, 2022</u> |
| Approved by UCIA | <u>January 28, 2022</u> |
| First Reading by COIA | <u>February 17, 2022</u> |
| Second Reading by COIA | _____ |
| Approved by COIA | _____ |
| Effective Date | _____ |

WHEREAS, the Commission on Outreach and International Affairs (COIA) exists to study, formulate, and recommend to University Council policies and procedures concerning the engagement of the University in service, outreach, and international affairs; and

WHEREAS, the University Committee on International Affairs (UCIA) reports to COIA on matters of policy related to international affairs; and

WHEREAS, the University Committee on International Affairs (UCIA) aims to include representatives of all units within the university that have responsibility for managing international matters; and

WHEREAS, the University Committee on International Affairs (UCIA) recommends the following changes to membership in Article IV. Membership. Section 1. Composition of UCIA Bylaws;

- Removal of the designee Provost and Senior Vice President.
- Update title and unit name change to Executive Director, Center for International Research, Education and Development from previously listed as Director, Office of International Research, Education, and Development.
- Update title change of Executive Director, Steger Center for International Scholarship from previously listed as Director, Steger Center for International Scholarship.
- Addition of Office of Sponsored Programs representative.
- Addition of Center for Excellence in Teaching and Learning representative.
- Update name change to Undergraduate Student Senate Representative from previously listed as Undergraduate Student Representative.
- Update name change to Graduate and Professional Student Senate Representative from previously listed as Graduate Student Representative.
- Addition of Administrative and Professional Faculty Senate Representative added to the membership.

NOW, THEREFORE, BE IT RESOLVED, that the Commission on Outreach and International Affairs (COIA) recommends approval of the above resolution to amend the Bylaws for the University Committee on International Affairs (UCIA).

University Committee on International Affairs Bylaws

Originally Published: January 31, 2004

Proposed Update: December 8, 2021

Updates: 11/21/19, 12/01/16

Preamble

Virginia Tech is committed to fostering a community that welcomes all people and their ideas in pursuit of world-class education, research, and engagement.

BELIEVING that Virginia Tech is an internationally recognized university because of education, research, and engagement with other universities, its international presence in the scientific community, and linkages with government and international agencies in the pursuit of learned society activities, and

BELIEVING that vibrant faculty and administrative leadership will continually advance the interests of Virginia Tech to pursue global issues for which the university can make a significant difference in the lives of its students, alumni, and key stakeholders worldwide,

Virginia Tech's Vice President for Outreach and International Affairs does hereby enact bylaws for the University Committee on International Affairs (UCIA) with the approval of the Commission on Outreach and International Affairs (COIA).

Article I. Name

The name of the university operational committee is the University Committee on International Affairs (UCIA).

Article II. Purpose

The UCIA acts in support of the Virginia Tech International Mission and the University Strategic Plan:

The international mission of Virginia Tech is to reflect through all activities of its tripartite mission (education, research, engagement) an appreciation of the significance of other cultures and languages and of global change and to address the environmental, political, economic, social, and technological challenges that confront communities across the globe.

UCIA is the direct voice of its constituencies to COIA. It recommends policy to COIA and to the University Administration.

Article III. Functions

The functions of UCIA are to:

1. Assist the Vice President for Outreach and International Affairs in formulating and implementing university policy relevant to all international matters, including aspects of education, research, and engagement.
2. Recognize achievement in all areas of international education, research, and engagement.
3. Sponsor and/or support affairs and activities that promote or recognize international scholarship.
4. Serve as a catalyst for international academic programming.
5. Form special/ad hoc committees to research relevant/timely subjects.
6. Develop recommendations for policy/procedure changes to advise the Vice President for Outreach and International Affairs and COIA.
7. Increase university-wide coordination of international activities and initiatives by sharing information and resources across colleges, international centers, and agencies.
8. Advance goals and objectives of the university's Strategic Plan.

UCIA will be instrumental in accomplishing these goals:

1. Further the university's reputation and international prominence across academic disciplines.
2. Engage the entire university community in the university's 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.
3. Develop an appreciation of other cultures by expanding the university's global focus; increasing international study and research opportunities; expanding international government, university, and corporate partnerships; and fostering an internationalization of the curriculum.

Article IV. Membership

Section 1. Composition

- University Administration Representatives
 - ~~Provost and Senior Vice President~~
 - Vice President for Outreach and International Affairs
 - Associate Vice President for International Affairs
 - Chairperson of the UCIA
 - Associate Provost for Resource Management and Planning
- College Representatives (Associate Dean or Director of International Programs or their designees)
 - College of Agriculture and Life Sciences
 - College of Architecture and Urban Studies

- Pamplin College of Business
- College of Engineering
- College of Liberal Arts and Human Sciences
- College of Natural Resources and Environment
- College of Science
- Virginia-Maryland College of Veterinary Medicine
- Directors of International Units (or their designees)
 - Director, Cranwell International Center
 - Director, Office of Export and Secure Research Compliance
 - Chair, Department of Foreign Languages and Literatures
 - Director, Global Education Office
 - Executive Director, Center for International Research, Education and Development
 - Director, International Support Services
 - Director, Language and Culture Institute
 - Executive Director, Steger Center for International Scholarship
- Representatives of Other University Offices
 - Alumni Relations
 - Athletics
 - Development and University Relations
 - Graduate School
 - Student Affairs
 - University Libraries
 - University Office of Undergraduate Admissions
 - Office of the University Registrar
 - University Scholarships and Financial Aid
 - Virginia Tech Corps of Cadets
 - Virginia Tech Carilion School of Medicine *(added 11/21/19)*
 - Office of Sponsored Programs *(added 11/22/21)*
 - Center for Excellence in Teaching and Learning *(added 11/22/21)*
- Faculty Senate Representative
- Staff Senate Representative
- Undergraduate Student Senate Representative
- Graduate and Professional Student Senate Representative
- Administrative and Professional Faculty Senate Representative *(added 11/22/21)*

Section 2. Voting Privileges

All members of UCIA shall have voting privileges.

Section 3. Alternates, Substitutes, and Visitors

UCIA may permit elected 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. Visitors may attend the meetings of the UCIA.

Article V. Officers

Section 1. Officers

The officers of the UCIA are Chairperson, Vice Chairperson, and Secretary.

Section 2. Chairperson

The immediate past Vice Chair is historically elected as the Chairperson by the UCIA membership. The Chairperson, working with the Vice President for Outreach and International Affairs and the Associate Vice President for International Affairs, develops the agenda and presides over UCIA meetings. The Chairperson facilitates the follow-up on UCIA actions and strategies and reports the consensus view of the body to the Vice President of Outreach and International Affairs and to the COIA. The term of the Chairperson is one year.

Section 3. Vice Chairperson

The Vice Chairperson is elected by the UCIA membership. The Vice Chairperson assists the Chairperson with all responsibilities and fills in when the Chairperson is absent. The term of the Vice Chairperson is one year.

Section 4. Secretary

The Secretary is appointed by the Vice President for Outreach and International Affairs from among staff members who report to him/her. The term of the Secretary is at the discretion of the Vice President for Outreach and International Affairs.

Section 5. Representative to the Commission on Outreach and International Affairs

UCIA shall be represented at the COIA by its Chairperson or by another member appointed by its Chairperson.

Article VI. Committees

UCIA may request and appoint special committees, boards, 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 UCIA, shall govern the procedures of UCIA, and other committees and boards appointed by UCIA.

Section 2. University Committee on International Affairs Procedures

1. UCIA shall meet regularly during the academic year and at other times as called by the Chairperson. Canceled meetings shall be noted in the minutes of the subsequent meetings.
2. The Secretary shall prepare and distribute the agenda to members of UCIA at each meeting. Items to be placed on the agenda must be submitted to the Secretary or the Chairperson prior to the meeting date. The Secretary will record the minutes (including attendance) of each UCIA meeting. The minutes will be distributed to UCIA members and posted on UCIA's website.
3. Any UCIA member may place an item on the agenda by notifying the Secretary or the Chairperson before the meeting.
4. UCIA may submit its recommendations to the Vice President for Outreach and International Affairs or, when appropriate, to COIA.

Article VIII. Amendments

Section 1. Notice of Proposal

Notice of proposal to amend these bylaws shall be given in the UCIA agenda and considered at no fewer than two UCIA meetings prior to voting. Proposed amendments shall be distributed with the agenda.

Section 2. Ratification and Approval

Amendments to the bylaws will be considered ratified by UCIA following an affirmative vote of a majority of UCIA members. Following ratification by UCIA, amendments to the bylaws must be approved by COIA before becoming effective.

URL: <http://www.outreach.vt.edu>
Virginia Tech