

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

March 17, 2016; 3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Road; Suite 120

Attendance: Bonnie Alberts, Jan Helge Bøhn, Andrea Brunais, Howard Chung, Ed Jones, Karl Markgraf, Channing Mitchell, Nicole Sanderlin, Gerhardt Schurig, Eric Vance

Absent: Montasir Abbas, Kathy Alexander, Dave Close, Henri de Hahn, Brian Hairston, Guru Ghosh, Reed Kennedy, Jenn Mackay, Djordje Minic, Michael Schwarz, Susan Short, Elizabeth Spiller

1. **Welcome and Introductions**

Jan Helge Bøhn welcomed the group; self-introductions were made.

2. **Agenda Approval**

Jan Helge made the call for approval of the agenda; motion to approve was made; was seconded and approved.

3. **Announcements**

No announcements were made.

4. **Approval of Minutes, February 18, 2016**

The minutes from the February 18, 2016 meeting were approved electronically and forwarded to University Council. They will be posted to the University Governance website upon approval by University Council. Minutes can be found at: <http://www.governance.vt.edu/>.

5. **Chairman's Report**

The University Council meeting from March 14, 2016 are located at: <http://www.governance.vt.edu/>. Items noted by Jan Helge were first readings of three (3) resolutions from the Commission on Undergraduate Studies and Policies to include three (3) new majors.

The Engagement Leadership meeting that was held on March 3, 2016; included an overview and tour of CDAC; and several Program Updates. Minutes are located at: https://www.outreach.vt.edu/QuickLinks/outrch_council.html.

6. **Vice-Chairman's Report**

Eric Vance gave the report on the Alumni Affairs Award for Outreach Excellence and the winners were chosen, however, cannot be announced until Special Events puts out their publication(s).

7. **Reports**

a. **Virginia Cooperative Extension (VCE)**-Ed Jones spoke about some events coming up; including an advisory group that is currently meeting with representatives from around the state; and in early April the National Health Outreach Conference will take place at the Hotel Roanoke (April 6-8, 2016). <http://www.cpe.vt.edu/2016nhoc/>

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

Nicole Sanderlin gave an update on the UCIA meeting from February 29, 2016. Minutes from previous meetings are located at: https://www.outreach.vt.edu/UCIA/minutes_index.html). She said Kate Preston Keeney

came to speak to UCIA about the Beyond Boundaries-Global Programs; and the sub-committee Envisioning the Land grant University. Beyond Boundaries is still accepting comments; they are collecting and sifting through the data and hope to have destination areas finalized this summer. Discussion included finalizing the destination areas; a new budget model (legacy to a metric system); the Global Education Office (GEO) working with a new process, the Hokie Sentinel

(http://www.educationabroad.vt.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=B96A5CEB-EC18-CD1C-B95889C263BC250F&Link_ID=C8C7CF88-D3B6-9DE5-E97F09C34E5DEF2E), which prepares and protects Hokies traveling abroad; the 2017 Fulbright competition will be opening on March 31, 2016; and International Week will be held March 21-25, 2016 sponsored by the Council of International Student Organizations (CISO) and the Cranwell International Center.

c. First Reading; UCIA By-Laws Change in Membership

Nicole described the background for the change in membership to include an employee of the university that works in the Corps of Cadets division at Virginia Tech. The purpose for this change is to include units across the university doing international work. The Corps of Cadets is engaged in overseas cultural exchanges and participates in language training in critical areas. David Clubb raised the topic to include a representative. The second reading will take place at the April 14, 2016 COIA meeting and a vote will take place (those not in attendance will send their votes to Kim Rhodes electronically rhodesk@vt.edu prior to the meeting).

The suggestion was made to see if we can give April Myers a heads up that the resolution be included in the April 18, 2016 University Council meeting and if it does not get approved through COIA, it will be withdrawn. Kim will send April a note explaining the situation and see what may be able to be accomplished prior to the end of the academic year.

8. Commission Board Member Comments

Eric will let the commission know if he will still be able to perform his duty as Chair next year as soon as he is able.

Andrea Brunais announced that there will be an op-ed piece on the Flint Michigan Water issue in the Richmond Times coming out soon as well as a piece that includes the Office of International Research, Education and Development (OIREd) partnering with Extension Agents to present a piece on backyard gardening without pesticides. Andrea will let Kim know the timelines on these pieces to be send out to the commission.

Motion to adjourn was made; seconded and all were in favor. The meeting adjourned at 4:21 p.m.

Respectfully submitted,

Kimberly Rhodes
Recording Secretary

TENTATIVE MEETING DATES FOR 2015-2016

(All meetings will be from **3:30-4:30 p.m.** and will take place at the Gateway Center-902 Prices Fork)

April 14, 2016

May 5, 2016

University Council on International Affairs Notice of Proposal to Amend Bylaws

Presented by David Clubb
Vice Chair and Member, UCIA
Director, Cranwell International Center

I propose to amend “Article IV. Membership / Section 1. Composition,” of the University Council on International Affairs (UCIA) Bylaws, to add the Virginia Tech Corps of Cadets under “Representatives of Other University Offices” and to thereby add a representative from the Virginia Tech Corps of Cadets as a member of UCIA with full voting rights.

University Council on International Affairs Bylaws

January 31, 2004

Published by the University Council on International Affairs of Virginia Tech

Updated: December 15, 2014

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 Polytechnic Institute and State University does hereby enact bylaws for the University Council on International Affairs with the approval of the Commission on Outreach and International Affairs (COIA), the University Council, the President of the University, and the Board of Visitors, by whom authority is delegated.

Article I. Name

The name of the council is the University Council 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 University Council on International Affairs
 - 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
 - Director, Office of International Research, Education, and Development
 - Director, International Support Services
 - Director, Language and Culture Institute
 - 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
- Faculty Senate Representative
- Staff Senate Representative
- Undergraduate Student Representative
- Graduate Student Representative

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 Council 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

**RESOLUTION TO REVISE UNIVERSITY COUNCIL ON INTERNATIONAL AFFAIRS
BYLAWS
COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS (COIA)
COIA 2015-2016A**

First Reading by the COIA	March 17, 2016
Second Reading by the COIA	April 14, 2016
Approved by the COIA	_____
First Reading by University Council	_____
Approved by University Council	_____
Approved by the President	_____
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 Council on International Affairs (UCIA) reports to COIA on matters of policy related to international affairs; and

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

Whereas, UCIA and COIA have approved the recommended changes to the UCIA Bylaws;

Therefore be it resolved, that the University Council approve the recommendation from COIA to amend the UCIA Bylaws as follows:

Content changes:

- Article IV. Membership. Section 1. Composition. Corps of Cadets added as a "Representative of Other University Offices."

RECOMMENDATION:

That the above resolution to amend the Bylaws for the University Council on International Affairs be approved effective _____.