

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

October 27, 2016; 3:30-4:30 p.m.

Gateway Center; 902 Prices Fork Road; Suite 120

Attendance: Bonnie Alberts, Jan Helge Bøhn, Cyril Clarke, Dave Close, David Clubb, Guru Ghosh, Ed Jones, Sara Jordan, Roberto Leon, Kaveh Rahimi, Heinrich Schnoedt, Gerhardt Schurig

Absent: Kathy Alexander, Andrea Brunais, Brian Hairston, Reed Kennedy, Karl Markgraf, Djordje Minic, Jordan Schoeneberger, Brett Shadle, Susan Short

1. **Welcome and Introductions**

Dave Close welcomed the group; self-introductions were made.

2. **Agenda Approval**

Dave Close made the call for approval of the agenda was seconded and approved.

3. **Approval of Minutes, September 15, 2016**

The minutes from the September 15, 2016 meeting were sent out electronically for updates; have been approved and sent to University Council and will be posted to the University Governance website upon approval by University Council. Minutes can be found at: <http://www.governance.vt.edu/>.

4. **First Reading: University Council on International Affairs (UCIA) Revised By-Laws**

David Clubb guided the commission through the UCIA By-Laws revisions. Revisions included the council to be conformed to a committee; thereby changing the name from University Council on International Affairs to now reflect University Committee on International Affairs. This included name changes within the document as well as COIA granting final approvals for resolutions that come through UCIA. Mark-up used for first reading is **attached**.

5. **Chairman's Report**

Dave Close gave the report at the University Council September 19th meeting with regard to the Commission Chairs meeting. He also referenced the first readings of resolutions to discontinue Ph.D. in Hospitality and Tourism Management (HTM); discontinue Master of Science in HTM; and to modify membership of the University Curriculum Committee for General Education. These resolutions went forward for a second reading during the October 3rd meeting; adding for first reading establishment of Master of Arts in Nonprofit and Nongovernmental Organization Management; establishment of doctor of Philosophy degree in Security Governance; and renaming the department of Science and Technology. The October 17th meeting included the second reading of the latter mentioned resolutions; and first reading of a resolution to review faculty handbook language with regard to Alumni Distinguished Professors and University Distinguished Professors. All minutes can be found at: <http://www.governance.vt.edu/>.

Dave Close also is working to finalize guests for the December 15th meeting to include Undergraduate and Development representatives. The discussion will include how Development can engage Alumni that are abroad and university fundraising priorities as well as university focus on donors; to include 15-20 minutes of presentation and 10 minutes for Q&A.

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

Jan Helge Bøhn will be working with Kim Rhodes to get the Alumni Affairs for Outreach Excellence materials out; and will need to build the committee to review the incoming packets. Kim indicated that the materials that will go out will reflect January 31, 2017 at 4 p.m.; and that we are removing the information with regard to the Academy of Outreach Excellence, which currently is not an active group.

7. Reports

a. Virginia Cooperative Extension (VCE)

Ed Jones discussed the district fall conferences that occurred last week; diversity fellows group; LGBTQ training which was well received. As a result of budget shortfalls, budget severance and early retirement decisions will occur over the next several months. Tom Thompson was named the Associate Dean and Director of International Programs in the College of Agriculture and Life Sciences.

b. University Council on International Affairs (UCIA) Meeting

David Clubb gave the UCIA meeting report from September 19 and October 17, 2016 (see attached).

Highlights included a presentation from Catherin Bukowski and the Peace Corps Office; Fulbright Scholar application process update; updated with regard to the Shandong University (SDU) relationship in China.

Minutes can be found at:

<http://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html>.

8. Announcements

Dave Close made the call for announcements.

Guru Ghosh indicated that the Office of International Research, Education and Development (OIREED) would be going through a name change in the future to possibly be deemed a university center with the acronym CIRED. Guru spoke about the SDU visiting campus this month and coming to an agreement on a joint degree program with the College of Engineering with the possibility of expansion with the Pamplin College of Business and College of Science.

David Clubb discussed the numbers of International Undergraduate Students and how the Cranwell Center is trying to do a lot more with the community.

Discussion included linguistic barriers/needs and how students are trained.

9. Commission Board Member Comments

There were no comments.

A motion to adjourn was made, seconded, all in favor; adjourned at 4:09 p.m.

Respectfully submitted,

Kimberly Rhodes
Recording Secretary

TENTATIVE MEETING DATES FOR 2016-2017

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

- November 17, 2016
- December 15, 2016
- **NO JANUARY MEETING**
- February 16, 2017
- March 16, 2017
- April 20, 2017
- May 11, 2017

University Council on International Affairs Notice of Proposal to Amend Bylaws

Presented by David Clubb
Chair, UCIA
Director, Cranwell International Center

August 15, 2016

Pursuant to information provided by the Office of the President regarding University Council Constitution, Section X, and University Council Bylaws, Section VI, I propose to change the name University Council on International Affairs to the University Committee on International Affairs and amend the Bylaws as follows:

- Under “Preamble,” change the last sentence to read as follows:

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).

- Under “Article I. Name,” change to read as follows:

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

See attached for a mark-up of the current Bylaws reflecting the proposed changes above.

CHANGES APPROVED BY UCIA AT MEETING ON SEPTEMBER 19, 2016.

University ~~Council~~Committee on International Affairs Bylaws

January 31, 2004

Published by the University Council on International Affairs of Virginia Tech

Updated: September 19, 2016

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~~ Virginia Tech's Vice President for Outreach and International Affairs does hereby enact bylaws for the University ~~Council~~Committee on International Affairs (UCIA) 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-university operational committee~~ is the University ~~Council~~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
 - 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
 - Virginia Tech Corps of Cadets
- 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~~ 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

UNIVERSITY COUNCIL ON INTERNATIONAL AFFAIRS (UCIA)
REPORT TO THE
COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS (COIA)

Submitted by David Clubb
Chair, University Council on International Affairs (UCIA)

October 27, 2016

1. Since the last UCIA report to COIA on September 15, 2016, UCIA has met twice:
 - ✚ September 19, 2016
 - ✚ October 17, 2016
2. HIGHLIGHT(S) from the September 19, 2016 UCIA Meeting
 - ✚ Catherine Bukowski, VT Peace Corps Recruiter, and colleagues from the Peace Corps Office in DC, La'Teashia Sykes, MSW, Program Specialist, and Keely Hayes, Regional Recruiter - East Region, made a presentation regarding the development of a Peace Corps Preparatory Program at Virginia Tech. Catherine was to work with Karl Markgraf, Associate Vice President for International Affairs, to prepare the formal proposal, due December 1, 2016.
3. HIGHLIGHT(S) from the October 17, 2016 UCIA Meeting
 - ✚ UCIA Chair, David Clubb, was unable to attend this meeting, so UCIA Vice Chair, Ian Leuschner, presided.
 - ✚ Betty Watts from the Global Education Office (GEO) provided an update on the Student Fulbright Scholar application process.
 - ✚ Karl Markgraf, Associate Vice President for International Affairs, provided an update on the evolving relationship with Shandong University in China.
4. At both meetings, reports were made from select UCIA members (see meeting minutes for more information at <http://www.outreach.vt.edu/VP/CommissionsAndCommittees/ucia/uciaminutes.html>):
 - ✚ OIA
 - ✚ OIRED
 - ✚ Language and Culture Institute
 - ✚ Global Education
 - ✚ International Support Services
 - ✚ Cranwell International Center
 - ✚ Graduate School
 - ✚ OESRC
 - ✚ Corps of Cadets

5. UCIA is awaiting COIA action on the proposed changes to UCIA Bylaws, which were approved by UCIA and submitted to COIA following the September 19, 2016 UCIA meeting.
6. UCIA's next meeting is November 14, 2016.
 - ✚ At this meeting, Frank Shushok, Senior Associate Vice President for Student Affairs, and colleagues will present on the status of the global living-learning community that has been named Mozaiko.
7. Question & Answer