International Studies Council Meeting Minutes  
October 4, 2010

Present: Howard A. Peelle (Edu), Russell Tessier (Elec and Comp Eng), Zhongwei Shen (Asian), Yariv Levy (Grad rep - CS), Rick Taupier (Res Dev), Elizabeth Brabec (LARP), Jane Miller (Manag), Irena Bozin (Cont & Prof Educ), Pat Vokbus (IPO), Erika Shluntz (IPO), Jitesh Khushalani (undergrad rep), Ernie May (Music/Senate), James Staros (Provost), Donal Carbaugh (Comm, Chair), Steve Forrest (All)

1) Donal Carbaugh, Chair of ISC, called the meeting to order, summarized his meeting with the Provost, and introduced the Provost to the Council.

2) Visit by Provost Staros: Discussion of the Search for a Vice Provost of International Programs;

   Discussed the importance of enrolling international students as for example those in the Tsinghua University exchange program; this program is successful now and planned to have a bigger class in the following years; he wants the announced position to focus on Asia, but Europe and elsewhere will also be important;

   Circulated an announcement for search VPIP and asked for feedback from ISC members, and mentioned the following as a tentative model for the position:

   - not a full time position perhaps ½ or ¾ time;
   - for a Faculty member, continuing to be part of a college, or department;
   - looking for visibility nationally and internationally;
   - seeking a minimum 3 years commitment (negotiable)

   The council raised questions about a part-time appointment:

   Is 50% enough? The Provost said this would be negotiable, and that perhaps an appointment would be for 50% during an academic year and up to 100% during the summer.

   The Chair asked IPO staff about the feasibility of a part-time appointment and its potential consequences of their work? The staff recounted that the position has been more than a full time commitment (as Barbara Burns did) in order to do the job effectively; that the position requires repeated international travel during an academic semester and year; to conduct the position requires repeated domestic and international trips; there would be concerns about not being a full time position; questions raised about this as a specialized staff position as a registrar position; comments were made about the steep learning curve for the position for at least a couple of years, this being a considerable challenge to a faculty member, especially initially; IPO could benefit from someone who already has connections within and across campus to expand internal visibility of the office.
Provost stated he would like to make the position appealing by letting the candidate able to keep an appoint part-time in a current Faculty position

General comments from ISC members:
- It seems a good idea to keep the new person in a Faculty position, linked to a college/department;
- It may be a good idea to let this person to teach a "field-like" class, in order to have flexibility of schedule for extensive travels;
- Who is publicly responsible in case of a major problem? Provost said it will be managed as any other major disaster, with involvement of IPO and other administrators as needed;
- Is there a search committee? The Provost said that the search will be an internal one thus the composition of the committee depends on how many candidates apply;
- How will we bring continuity to the position? The Provost said it is a renewable position and a person may opt to continue or step down;
- What is the sense of timeline for hiring? is there a deadline? when it is expected to have someone operational? The Provost said he hopes the position will be filled by the time Frank Hugus leaves;

Concerns were expressed about the need for coordination between admission officers and IPO, which is improving; and concerns about IPO’s physical facilities.

The Chair thanked the Provost for consulting the Council about this important position.

3] Review of the Minutes of the September meeting was deferred until the November Council meeting.

4) Report: COPE Argentina short-term study abroad proposal (Stephen Forrest)
The proposal was described to the Council by Stephen Forrest, and discussed.

The council asked: who is in charge in Argentina? Suggestions were made about the on-site person in Argentina; about the number of students, 10-20; about the language barrier; about level of student from grad to very advanced undergrads, and community members (similar to the Ghana music and drumming course); liability issues for non-students were discussed as well as issues for evacuation and repatriation. These issues were addressed satisfactorily.

The council questioned the number of credits for the course, 6 seeming perhaps a bit much for the activities listed on the proposal:
An amendment to the proposal was added asking the proposers to further justify the number of credits to the satisfaction of COPE.

Motion: approve the program with the condition that the number of credits be justified to the satisfaction of COPE.

The conditional motion was approved unanimously.

5) Report from IPO (Erika Schluntz, Pat Vokbus)

The International student orientation served more than 450 new students (larger than usual); got extremely good feedback from students; planning for next year’s event has officially started;

The study abroad fair was very successful; IPO has been hosting visitors from partners; IPO sent mail today to European student to inform about possible travel warning (from the US government).

6) Report about Ad Hoc Committee on International Health Insurance (Elizabeth Brabec)

The last person committed to the committee a couple of days ago; shortly there will be a meeting.

6) Report about Ad Hoc Committee on Cultural Awareness (Howard Peelle)

Committee meet once already; the next meeting is scheduled for Oct 27 (probably); There will be another 1-2 meetings this semester; Report will be ready by the end of the year.

Meeting adjourned at 5:35