

**MINUTES OF THE INTERNATIONAL PROGRAMS ADVISORY COMMITTEE**  
**September 20, 2002**

The International Programs Advisory Committee met at 9:30 a.m. on Friday, September 20, 2002, in the Graduate School Conference Room, Blair Hall 1103.

Voting Members present: Dr. Alan Baharlou, Dr. Mahmood Butt, Dr. Roann Kopel, Dr. Frances Murphy, Dr. William Kirk, Dr. Mahyar Izadi, Ms. Elyse Lyons, Ms. Janice Yap

Voting Members absent: Dr. Rose Zhang Gong, Dr. Luis Clay Mendez, Dr. Anita Shelton

Ex-Officio and Staff present: Dr. Robert Augustine, Ms. Pam Collins, Ms. Sue Songer, Ms. Adrienne Paladino

Ex-Officio and Staff absent: Dr. Herbert Lasky, Ms. Allison Witt

I. Minutes  
The Minutes of April 25, 2002, were approved.

II. Items to be added to the Agenda.  
No items were added to the agenda.

III. Agenda Items to be acted on.  
**02-02 Election and Election Procedures**

A. Dr. Butt made a motion to nominate Dr. Alan Baharlou as Chairman of IPAC and Dr. Kirk seconded the motion. It was unanimous that Dr. Baharlou remain as Chairman of IPAC.

B. Dr. Baharlou nominated Dr. Mahyar Izadi as Vice Chairman of IPAC, Dr. Kirk made the motion that Dr. Izadi be nominated and Dr. Kopel seconded the motion. It was unanimous that Dr. Izadi remain as Vice Chairman of IPAC.

**02-03 Review of the bylaws with proposals for new subcommittees**

A. Dr. Augustine asked for clarification of the procedures for election of new members or replacement of members who are unable to serve. Following discussion, it was suggested that Dean Augustine contact each College Dean each Spring and ask that the College establish its own procedures for electing or selecting faculty to serve on IPAC. Newly elected members will begin their terms with the first IPAC meeting of the new fiscal year. Dr. Augustine will develop a list of current members with term dates so that replacements are named in staggered terms. Dr. Augustine will reflect the new procedures in the By-Laws revision.

B. Dr. Augustine suggested and it was agreed to develop a draft of the new By-Laws for the committee, which addresses the changes that were discussed.

C. Dr. Baharlou suggested that at this point in time, we nominate two Sub-Committees, the Scholarship Committee and a Study Abroad Committee and to postpone the Project Committee and Election Committee until the proposed changes to the By-Laws are submitted.

D. Dr. Butt, Dr. Izadi, Dr. Kirk and Dr. Clay Mendez were nominated to the Scholarship Committee.

E. Dr. Murphy, Dr. Kopel, Dr. Kirk and Ms. Lyons were nominated to the Study Abroad Committee.

#### **02-04 Review of Summer 2002 Study Abroad Issues**

Ms. Pam Collins reported that the Summer 2002 study abroad programs were successfully completed and that each generated sufficient funds for fiscal management. The trip to South America was cancelled because the number of students required to achieve fiscal success was not achieved. Ms. Collins reported several issues to be addressed related to Short-Term Study Abroad Programs. One issue included the payment cycle with the business office. Ms. Collins and Allison Witt will develop an itinerary and work with the business office to address the payment schedule issue. A second issue was ticketing with STA Travel. This issue has been resolved. Ms. Collins also suggested that guidelines should be developed related to cancellation policies. Ms. Collins reported that she and Dean Augustine will explore the possibility of consolidating tuition and program fees into one combined program fee, which is similar to the procedures used for study abroad at other institutions. Dr. Augustine noted that he supported the consolidation of costs into one program fee.

#### **02-05 2003 Study Abroad Proposals**

A. Summer 2003 Study Abroad proposals were distributed for review and discussion. Following discussion and request for information for 2 proposals, IPAC members were asked to electronically vote on the proposals by Wednesday, September 25, 2002.

B. One proposal packet was submitted late and was incomplete. The Committee determined that this proposal would not be considered.

C. Dr. Baharlou will send a letter from the Committee to each faculty member who submitted a study abroad proposal for the Summer 2003 term. Copies of the letter will be sent to the appropriate Chairs and Deans.

#### **02-06 Implementation of SEVIS**

Ms. Songer provided a summary of SEVIS (Student Exchange and Visitor Information System). The purpose of SEVIS is to meet the government's goal of

tracking international students while they are studying in the United States. The new procedures will completely revise the international admission system. The target date for full implementation is January 2003. Ms Songer provided a brief summary of some of the problems with SEVIS implementation.

#### IV. Communication

A. Dr. Augustine provided a summary of some of the challenges facing the international programs office as it works to recruit new students to the university. One of these challenges includes changes that sister institutions in Illinois are making with assessed tuition. With the availability of on-line courses, many universities are eliminating their traditional out-of-state (triple) tuition rate for certain students. Several institutions have adopted in-state or double in-state rates to recruit a larger number of international students. Dr. Augustine would like to explore the possibility of Eastern offering the in-state or double the in-state rate instead of triple the in-state rate of tuition for international students. This change would allow Eastern to remain competitive when recruiting international students to the university. IPAC is needed to help obtain data and draft proposals for this issue. Dr. Baharlou, Dr. Augustine and Dr. Kirk have agreed to work on drafting that proposal.

B. Dr. Augustine reviewed changes in the international scholarship program that were implemented in the Spring 2002 term. The focus of the changes was to increase the number of scholarships in order to increase the recruiting power of the program. Dr. Augustine noted that scholarship have been limited to 9 semester hours of support. This change added 6 additional awards and was effective in helping Eastern to maintain its international enrollment.

#### V. Reports (none)

#### VI. Dean's Report

A. Dr. Augustine and Ms. Songer visited Maastricht, Netherlands, Dublin, Ireland and Glamorgan, Wales in May of 2002. The focus of the trip was to expand exchanges and review short term study abroad programs. A similar trip will be conducted in July of 2003

B. Dr. Augustine noted that concerns arose in the business office in July/August related to issuing temporary social security numbers to international students. Changes in interpretation of social security number regulations following the events of 9-11-01 impacted this issue. Following a series of meetings with the business office it was agreed that temporary social security numbers would be issued so international students could accept employment. A tax issue arose with the taxing of tuition waives on graduate assistantships. This issue was also resolved so that the tuition waiver portion of an assistantship will not be taxed.

C. Dr. Augustine is managing the International Initiative Program while Allison Witt is on family leave. He has approved five Initiatives for 2003. These include Dr. William Kirk and Dr. Michael Havey's proposals to attend the Annual

Board Meeting of the Maastricht Center, Dr. Richard Jacques' proposal to participate in the Maastricht Study Abroad Program, Dr. Wafeek Wahby's proposal to present his research at several international sites and recruit international students and Dr. Ann Fritz's proposal to present her research at several international sites and recruit international students.

D. Dr. Augustine noted that the 2002 IBHE Results Report cited achievements in international education 3 times and he thanked Ms. Songer and Ms. Witt for innovations that received university level recognition. Dean Augustine shared the 2002 Results Report with the Committee and highlighted the accomplishment of the International Office.

E. Dr. Augustine reported that international enrollment increased by 4 students to 148 students for Fall 2002 semester. He again noted the efforts of Ms. Witt and Ms. Songer to maintain and increase enrollment.

F. Dean Augustine reported that one of the Provost's goals is to increase semester and year-long study abroad. He noted that he had communicated this goal to the international staff and that they were carefully studying plans for achieving this goal.

G. Dr. Augustine reported that a new international student had recently asked for voluntary dismissal from the university to address a series of personal concerns. Dr. Augustine noted that the problems this student faced highlighted the need for a more formalized processes to handle multifaceted situations like this.

The meeting adjourned at 11:05 a.m.

**ANNOUNCEMENT OF THE NEXT MEETING**  
**Friday, October 11, 2002**  
**9:30 a.m.**  
**Graduate School Conference Room, 1103 Blair Hall**

**Agenda Items:**

02-07 IPAC Bylaws Revision