

**MINUTES OF THE INTERNATIONAL PROGRAMS ADVISORY COMMITTEE**  
**April 11, 2003**

The International Programs Advisory Committee met at 9:38 a.m. on Friday, April 11, 2003, in Conference Room 1103 Blair Hall.

Voting Members present: Dr. Alan Baharlou, Dr. Frances Murphy, Dr. Mahmood Butt, Dr. Mahyar Izadi, Dr. William Kirk, Dr. Roann Kopel, Ms. Xiaoran Xu

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

Ex-Officio and Staff present: Ms. Pam Collins, Ms. Sue Songer, Ms. Adrienne Paladino, Ms. Allison Witt

Ex-Officio and Staff absent: Dr. Robert Augustine, Dr. Herbert Lasky

I. Minutes of January 10, 2003 were distributed.

II. Items to be added to the Agenda.  
None at this time

III. Agenda Items to be acted on.  
**02-10 Research trip abroad with faculty member & student**

A. Allison Witt reviewed the issue of university liability, health, safety and insurance related to faculty members who extend education abroad credit to students in the form of independent study, research, internship or other variable credit individual forms of study and who do not secure review and approval of the International Programs Advisory Committee. She explained that a faculty member, Dr. Gary Fritz of Biological Sciences, would be taking a student to Bolivia for a 12 semester hour internship. This form of education abroad does not comply with the adopted and published policies of IPAC. The course was not approved by IPAC and is not being offered through the School of Continuing Education. This puts the university at high risk because it violated Internal Governing Policy (IGP) 56. As a result, the student has not signed the required paperwork related to liability, health, safety and insurance.

Dr. Izadi asked if IPAC needed an additional policy for students and faculty who seek to participate in education abroad using these types of experiences. Dr. Izadi also emphasized that the International Programs Advisory Committee should know and approve such experiences to insure that appropriate policies and procedures are followed thereby reducing university liability.

- B. Dr. Frances Murphy moved and Dr. Butt seconded a motion that beginning 2003-2004, all education abroad experiences, both traditional courses and courses designed to provide individual study, provide the required information to the International Programs Office. The Education Abroad Coordinator will review the courses/experiences with IPAC as required of the current policy and provide the required liability paper work. A formal memo explaining the correct procedures will be reviewed with Chairs and Deans. IPAC unanimously approved the motion.

#### **02-11 Short-Term Study Abroad Changes to Courses & Faculty**

- A. Allison Witt reported that IPAC approval is required for several Summer 2003 Education Abroad Programs because of significant changes to the programs. On several of the trips, there have been courses added and in one case, a faculty member has been added. Ms. Witt noted that IGP 56 requires that such changes be reviewed and approved by the Committee. She asked how IPAC would prefer to manage the changes. It was recommended that these changes be summarized for the members and approved by electronic voting.
- B. Dr. Baharlou suggested that every department chair be made aware of the changes approved by IPAC. Ms. Witt will provide up-dates to the chairs as changes are approved.
- C. Dr. Butt moved that any modifications of previously approved programs be reviewed and approved by IPAC. Dr. Roann Kopel seconded the motion. IPAC unanimously approved the motion.

#### **02-12 Orientation for Faculty Advisors**

- A. Dr. Butt suggested that an orientation be arranged for faculty advisors for education abroad. Allison Witt reported that the Provost has also been discussing this issue.
- B. Dr. Kirk moved that beginning 2003-2004, resident directors and faculty advisors/coordinators of education abroad and related experiences such as independent study and internship programs be required to attend an orientation program conducted by the International Programs Office. Dr. Butt seconded the motion. IPAC unanimously approved the motion.

#### **02-13 Cell Phone Usage for Study Abroad**

- A. Ms. Witt noted that meeting current standards of safety for education abroad should include providing all of the resident directors of education abroad with international cell phones for emergency usage during their trips.
- B. Dr. Baharlou moved that beginning 2003-2004, all residential directors will be provided with a cell phone with domestic and international access

potential. Dr. Butt seconded the motion. IPAC unanimously approved the motion.

IV. Reports

- A. Dr. Butt commended the Scholarship Committee on how well everyone worked together to select the scholarship awards during the last semester and that one more meeting would be scheduled with the Scholarship Committee later this month.
- B. Sue Songer reported that the scholarship application will be revised to meet requirements related to the United States Tax Code. She will make the revisions and provide a copy for IPAC review by email over the summer.
- C. Sue Songer reported that the Association for International Students has been active this year and that Xiaoran Xu, an intern from EIU in the Counseling and Student Development Program, has assisted AIS this year.
- D. Sue Songer reported that International Week was a success and noted that the pot luck dinner had an attendance of approximately 80 people.
- E. Sue also reported that the Bureau of Citizenship and Immigration Services (formerly INS) now requires that international students of certain countries must travel to Chicago or Indianapolis to be fingerprinted and interviewed. Sue reported that her office will be working to reduce the stress students experience related to this new procedure.
- F. Sue reported that SEVIS implementation is going well and is targeted to begin issuing new I-20s beginning next week.
- G. Sue announced that Jennifer Sipes will be the intern for the Fall 2003 Term. Jennifer is a degree candidate in the Counseling and Student Development Program.

V. Dean's Report  
None at this time

The meeting adjourned at 10:40 a.m.

**ANNOUNCEMENT OF THE NEXT MEETING**  
**To be announced at a later date**  
**Time to be announced at a later date**  
**Graduate School Conference Room, 1103 Blair Hall**

**Agenda Items:**

None at this time.