

## MINUTES

International Programs Advisory Committee

April 26, 2001

Conference Room; 100 Blair Hall

Present: Dr. Robert Augustine, Dr. Alan Baharlou, Dr. Mahyar Izadi, Dr. Herbert Lasky, Dr. William Kirk, Dr. Frances Murphy, Dr. Rose Zhang

Members Absent: Dr. Anita Shelton, Dr. Ed Brankey, Dr. Mahmood Butt, Ms. Pam Collins, Dr. Luis Clay Mendez

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The meeting was called to order by Alan Baharlou at 11:00 a.m.

I. APPROVAL OF MINUTES

Minutes of March 22, 2001 were approved.

II. EDUCATION ABROAD

A. Internal Governing Policy #56 – Education Abroad Curriculum

Dr. Augustine presented an updated draft of Internal Governing Policy 53 for review. Dr. Augustine explained that the document is written to serve both as a policy and as a handout for faculty seeking to participate in education abroad programs. The policy insures that courses are approved by the appropriate university councils before they are submitted for selection by the International Programs Advisory Committee. The policy insures that course credit and weeks of study reflect university policy. The policy also insures that the tuition recapture policy is clear and appropriately implemented. Finally, the roles of the education abroad coordinator, the resident director, the director of off-campus programs, and the advisory committee are defined.

Dr. Augustine explained that Mr. Joe Barron, University Counsel, has advised that students participating in education abroad should complete a separate release form. These forms have been reviewed and approved.

Dr. Lasky requested that a clause explaining the unique management of honors education abroad is added.

Dr. Baharlou recommended that the Education Abroad Coordinator be requested to attend IPAC meetings as an ex-officio representative of the International Programs Office. Dr. Augustine designated Allison Witt as the Dean's liaison who will attend IPAC meetings. In Allison's absence, Sue Songer, the International Programs Advisor will attend.

Dr. Baharlou suggested wording in the policy draft to clarify that courses are approved by university councils but are selected for the education abroad curriculum by IPAC.

Dr. Lasky recommended that a “core set” of education abroad courses that do not require annual approval be established by IPAC. These courses would be offered annually every summer and if they were not, the Education Abroad Coordinator would alert the Committee.

Other recommended changes were discussed and implemented including changes in the timeline and the definition of resident director, co-director, and assistants to the director. Dr. Augustine also explained that family members include a spouse or children. All other participants must be registered as students. A spouse or children accompanying the resident director must be listed with the Director of Off-Campus Programs.

Dr. Baharlou requested that a “full” refund be provided if a course was cancelled. This change was implemented.

Dr. Augustine will make the recommended changes to the policy and forward a corrected copy to the committee for final approval.

### III. INTERNATIONAL SCHOLARSHIP COMMITTEE COMPOSITION

Dr. Augustine explained that a 1999 recommendation of the Auditor General following an audit of the University’s Tuition and Fee Waiver Programs was to insure fair and impartial tuition wavier selection committees. On the basis of that recommendation, Marilyn Thomas developed a new international scholarship committee proposal for international student scholarships. The new selection committee would have five representatives. One representative would be selected to represent each of the academic colleges and the Graduate School. The IPAC Bylaws will be amend to reflect this change

Marilyn Thomas also presented a proposal to extend the waiver option for the international student fee. The waiver program was to be eliminated following the current academic year. The Committee approved sending the proposal forward for approval by the President’s Council.

The meeting was adjourned at 12:00 p.m.

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