

**International Education Council
Meeting Minutes
November 2, 2018
Blair Hall Third Floor Conference 3108**

Members present: Dr. Rick Anderson, Dr. Julie Dietz, Ms. Sarah Doodoo, Dr. Nichole Hugo, Dr. Vanesa Landrus, Dr. Mei-Ling Li, Dr. Catherine Polydore, Dr. Tina Wang

Members absent: Dr. Jinhee Lee, Ms. Amber Salutric

Ex-officio present: Dr. Ryan Hendrickson, Mr. Mutombo Andy Kabasele, Dr. Barry Kronenfeld, Dr. Tanya Willard, Ms. Stephanie Woodley

Ex-officio absent: Ms. Sara Schmidt

Visitors present: Ms. Bethanny Cougill, Ms. Lauren Schuberth, and Ms. Emily Tooy

I. Approval of Minutes

At 9:00 am Dr. Nichole Hugo called the meeting to order. She presented the minutes of the previous meeting. Dr. Catherine Polydore moved to approve the minutes and Dr. Tina Wang seconded the motion. The Council unanimously approved the minutes with Dr. Hugo abstaining.

II. Agenda Items: IEC Chair & Vice Chair

Dr. Hugo welcomed Ms. Stephanie Woodley who is filling in for Dr. Newton Key this semester from the Faculty Development Advisory Committee.

1. Bylaw Revision Proposal Clarification – Dr. Hugo explained that with the new bylaw revisions that were approved at the previous meeting, the current membership arrangement was different than described in the updated bylaws, therefore language needed to be added so that current members could complete their terms on the Council. The proposed additional bylaw language is:

Bylaw change implementation:

In order to achieve the membership parameters which were approved with our bylaw changes, the following method is proposed as a timeline:

- *Invite one faculty member from the College of Health and Human Services to serve on IEC immediately.*
- *Current members will serve out the remainder of their term. As members finish serving their term, members will be replaced based on the new college designations outlined in the bylaws.*

After discussion, Dr. Julie Dietz moved to approve the bylaw implementation language and Dr. Polydore seconded the motion. The Council unanimously approved the bylaw language addition.

III. Reports

1. International Student and Scholars & Study Abroad: Mr. Mutombo Andy Kabasele

- a. Mr. Kabasele updated the Council on the international student enrollment numbers for Spring 2019 along with the I-20s issued and the number of students who had paid the SEVIS fee and completed the visa application.
- b. He shared with the Council that last month he conducted OPT and CPT training to explain to international students how they could legally work in the US. He will hold another session on the process for exit and reentry into the US on November 7th, the same day as the Study Abroad Fair.
- c. He also shared that the International Education Week program schedule is now available. IEW will be November 9th through the 15th. There are thirteen events planned during the week. Dr. Polydore asked if President Glassman would be giving an introduction or sending out an email about the week. Ms. Emily Tooy stated that the President had confirmed to open IEW along with the mayor of Charleston during the Global Culture Night. The week of activities have been advertised all over campus by using posters, flyers and posting on the EIU Panther Life app. OISS will continue to advertise until the event begins.
- d. Mr. Kabasele updated the Council on the OISS website. He stated that minutes from previous IEC meetings are now available under OISS Resources on their website. They have also added more information for newly admitted students to provide details about what steps they should take before they arrive and when they reach EIU. He explained that the website is still being updated and OISS will continue working on providing the most up to date information to international students.
- e. He reminded the Council that the Study Abroad fair will be on November 7th. Along with information about the opportunities to study abroad, there will be a table for scholarship opportunities and also the County Treasurer will be available to answer questions about how to apply for a passport.
- f. He shared that there are eight students who have committed to study abroad in a semester long program in the Spring. Also in the spring there are two faculty led programs available for students. Eight students have applied for these programs so far. The deadline is December 1st. For summer 2019, there are nine programs being offered and fifty-two students have applied so far. Right now there are three programs with at least eight students who have applied. The deadline is February 1st, 2019. The Council discussed the various ways to advertise these opportunities. Ms. Tooy noted that students could find more information on the Study Abroad website and that faculty who are leading programs provide flyers in their departments and around campus. Dr. Dietz mentioned that she could post program announcements on the advisor list-serve if the Study Abroad office sent her the information. Mr. Kabasele is also working on finding an electronic program to provide Study Abroad opportunities to students through a text message in addition to the Panther Life app. For students interested in studying abroad in the Fall of 2019, the deadline is March 8th, 2019.
- g. Mr. Kabasele explained that faculty led study abroad courses are approved every three years and the Study Abroad office will work to review and approve all programs.

He also wanted to thank the councilmembers for their work and said their feedback was important to the success of OISS and Study Abroad.

- h. AIS Update: Ms. Dodoo let the Council know that AIS had a meeting with President Glassman recently. She said he was very interested in international students' experiences and challenges they faced. Ms. Dodoo stated that the Rice Conference was successful and AIS was able to make new connections because of it. They also held a coffee hour through the Family and Friends Program where students are able to connect to faculty and members of the local community.

Also as part of AIS's civic engagement, they have volunteered at a food pantry, visited the TLC students, the Salvation Army, and also local afterschool programs. AIS also had a meeting with the mayor of Charleston, Brandon Combs to discuss details of the International Education Week and discuss future projects between the city and international students. Mr. Combs invited the students to a meal at his home and to attend one of the city council meetings. Ms. Dodoo thanked Dean Hendrickson for assisting them in connecting with the mayor.

For upcoming activities, Ms. Dodoo shared that the Global Culture Night will be on November 9th from 7:00 – 9:00 in the University Ballroom. She also shared that the homecoming parade was a big success. Dean Hendrickson asked how many students participated and Ms. Dodoo said that all 52 flags were represented in the parade, but some students carried two flags. Mr. Kabasele noted how impressive all the students and flags looked to people who were watching the parade. Dr. Polydore mentioned that AIS could use the ITC lab in Buzzard if they needed a banner for future parades.

The Council asked Ms. Dodoo about challenges international students have and one topic was the lack of international grocery stores in the area. After discussion, AIS and OISS planned to see if there would be interest in coordinating a bus trip to Champaign for students where more international stores are available.

- i. TLC Update: Ms. Schuberth shared that seven students had recently completed the intensive English program (four undergraduate and three graduate) and six of the students were conditionally admitted to EIU. She also let the Council know that TLC is hoping to create an online program to help international students pass the TOEFL exam. They hope to launch the program in February. She also shared that a former EIU student who is now working abroad has contacted TLC to assist employees at his company with English lessons. TLC plans to provide lessons to the employees through Skype.

IV. Dean's Report: Dr. Ryan Hendrickson

Dean Hendrickson let the Council know that at the next meeting Ms. Schuberth would provide an overview of TLC and explain in more detail how it works. It should take about 15 – 20 minutes.

He also stated that the previous Study Abroad director had reviewed all the faculty led study abroad programs, and Mr. Kabasele and Ms. Tooy will now make sure that all programs are on schedule to be reviewed and reapproved after three years. He let the Study Abroad subcommittee that they would be assisting in this review process.

Dr. Rick Anderson asked if the scholarship committee would have scholarship applications to review this semester. Ms. Tooy said, yes, there are study abroad scholarship applications in both the Fall and Spring semesters for the subcommittee to review. She would provide more information to the subcommittee when the applications were available.

Dr. Hugo reminded the Council that the next meeting will be December 7th, 2018.

At 9:41 am, the meeting was adjourned.

Minutes submitted by Mary Mattingly