

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 discussed with situation with a faculty member, Gary Fritz of Biological Sciences, taking a student to Bolivia. The student will earn 12 internship credit hours. It is not a continuing education course according to IGP 56. Allison is concerned about liability issues, health, safety and insurance.

Dr. Izadi asked if we needed a policy for those going to study abroad (non-traditionally). Dr. Izadi also suggested that International Programs know of the student traveling and where and that Allison should get something in writing to that effect.

Dr. Butt felt International Programs should be informed.

B. Frances Murphy motioned and Dr. Butt seconded the motion that beginning 2003/2004, all Study Abroad and international travel candidates submit their names, destination and direction to the Education Abroad

Office. This information would also need to be communicated to all Chairs and Deans. IPAC unanimously approved the motion.

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

- A. We need to have IPAC approval on a number of changes on the programs already approved for this summer 2003. On several of the trips, there have been courses added and in on case, a faculty member has been added. IPAC approval will be needed for those changes. It was suggested that these changes be ratified by email. A question was raised as to how modification should be handled. IGP 52 says that all courses have to be approved.
- B. Dr. Baharlou suggested that every department Chair know of the changes with approval by IPAC.
- C. Dr. Butt motioned that “any modifications of this program are required to be approved by IPAC” and Roann Kopel seconded the motion. IPAC unanimously approved the motion.

02-12 Orientation for Faculty Advisors

- A. Dr. Butt suggested that an orientation be set up for Faculty Advisors for Study Abroad and Allison said that the Provost has been discussing this issue.
- B. Dr. Kirk made a motion “Beginning 2003/2004, Resident Directors and Faculty Advisors/Coordinators of study abroad and internship programs are required to attend an orientation program conducted by the Education Abroad office” and Dr. Butt seconded the motion. IPAC unanimously approved the motion.

02-13 Cell Phone Usage for Study Abroad

- A. IPAC needs to discuss the possibility of providing all of the Resident Directors of Education Abroad with international cell phones for emergency usage during their trips.
- B. Dr. Baharlou proposed that “Beginning 2003/2004, all Residential Directors will be provided with a cell phone with home and abroad access potential” and 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 getting the scholarships awarded this 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 needs to be redone and she will run it through IPAC by email over the summer. She stated that she learned that our application form was not in compliance.
- C. Sue Songer reported that AIS has been active this year and that Xiaoran Xu has been using her internship to assist AIS this year.
- D. Sue Songer reported that International Week was a big success. The pot luck dinner had an attendance of approximately 80 people.
- E. Sue also discussed that regarding immigration, international students of certain countries were being targeted through BCIS and must travel to Chicago or Indianapolis to be fingerprinted and interviewed. Sue said one of the students mentioned that he felt like a criminal going through this process and it is the job of International Programs to help make them feel more comfortable about this situation which will probably be on-going.
- F. Sue reported that SEVIS implementation is going well and it is targeted to begin issuing new I-20s beginning next week.
- G. Sue mentioned that Jennifer Sipes will be the new intern next year.

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.