

**EASTERN ILLINOIS UNIVERSITY
THE GRADUATE SCHOOL
OFFICE OF THE DEAN**

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TO: Dr. Diane Jackman, Dean
College of Education and Professional Studies

RE: International Programs Advisory Committee Elections

DATE: July 20, 2006

The International Programs Advisory Committee (IPAC) is responsible for evaluating international education programs, awarding international scholarships, providing advice on international matters, and promoting campus-wide internationalization. The College currently has the following representatives:

- Dr. Scott Crawford, Physical Education
- Dr. Gloria Leitschuh, Counseling and Student Development

Dr. Crawford's term expired on July 1, 2006. According to the Committee's Bylaws, you are to select a replacement according to procedures that you establish. The new representative will serve a three-year term beginning August 21, 2006 and ending June 30, 2009. To assist with your selection, I am providing the following summary of responsibilities of IPAC representatives:

- Attend all IPAC meetings. The committee meets for two-hours during each of its monthly meetings that are scheduled at a time convenient for the members. Meetings are typically not held during the summer.
- Attend and Promote all International Programs Events. A critical aspect of IPAC membership is campus-wide internationalization. By attending and urging colleagues and students to attend international events, there is a greater awareness and exchange of ideas to promote global citizenship and understanding. International events include the orientation/welcome luncheon held each term for arriving international students, the international forums held each month, the activities scheduled during international week, the awards banquets held at the end of the Fall and Spring terms, and the receptions/forums held to greet/recognize international visitors.
- Serve on IPAC Subcommittees. IPAC has four standing subcommittees. These include the Subcommittees on Projects, Elections, Scholarships, and Study Abroad. All IPAC members must be willing to serve on a minimum of one subcommittee.
- Attend Committee/Council Meetings: IPAC representatives may be requested or required to attend meetings of university committees or councils when international education issues are reviewed or discussed.

To further assist with your selection, I am providing the names of several faculty members in your college who have recent international education experience. Please consider this list as illustrative of the types of international experience that benefit the Council.

- Dr. Dan Carter, Early Childhood, Elementary, and Middle Level Education, served as co-resident director of several successful study abroad programs. His expertise with development and delivery of study abroad offers the committee important insights and opportunities for expanding programs in your college.
- Dr. Judy Barford, Early Childhood, Elementary, and Middle Level Education, has also served as a co-resident director of successful study abroad programs and has the level of expertise that would advance the agenda of the committee.

Please forward the name of your selected representative to me by **August 18, 2006**. If you have questions or require further information, please contact me.

C: Dr. Bredesen, IPAC Chair
Mr. Bill Elliott, Director of International Admissions
Ms. Wendy Williamson, Director of Study Abroad