

## **International Programs Advisory Committee Bylaws**

### **Article I Name**

The Committee shall be named the International Programs Advisory Committee (IPAC).

### **Article II Membership**

- A. The Committee shall consist of 11 voting members, experienced or interested in education abroad, selected or appointed for three-year overlapping terms. Voting members will include faculty and students from the following areas:
- Area 1: Two faculty representatives from the College of Arts and Humanities
  - Area 2: Two faculty representatives from the College of Business and Applied Sciences
  - Area 3: Two faculty representatives from the College of Education and Professional Studies
  - Area 4: Two faculty representatives from the College of Sciences
  - Area 5: One representative from the Council of Chairs
  - Area 6: One international graduate student representative appointed by the Association for International Students
  - Area 7: One undergraduate domestic student representative with study abroad experience appointed by the Coordinator of Education Abroad.
- B. The following ex-officio members, without vote, shall serve
- The Dean of the Graduate School or the Dean's designee
  - The Director of Off-Campus Programs or the Director's designee
  - The Director of the Honors Program or the Director's designee
  - The Coordinator of Education Abroad
  - The International Student Advisor
- C. Faculty Selection Procedures for Committee Membership: Each voting member of the Committee is selected for a three year term by the faculty in his or her respective college or from the Council of Chairs. During its March meeting the Committee will review committee membership for the next year. The Dean of the Graduate School will notify the dean of the appropriate college and the Council of Chairs when a replacement from the College or the Council is required. The Dean of the College and the Chair of the Council will establish

appropriate procedures to select a new representative. The name of the new representative will be forwarded to the Dean of the Graduate School by July 1. The new representatives will assume responsibilities at the first meeting held by the Committee after this date.

- D. Student Selection Procedures for Committee Membership: Prior to the first meeting in the new fiscal year, the International Student Advisor will establish appropriate procedures for selecting a graduate international student from the Association of International Students to serve on the Committee. The name of the student representative will be forwarded to the Dean of the Graduate school prior to the first meeting in the new fiscal year. The Coordinator of Education Abroad will establish appropriate procedures for selecting an undergraduate domestic student who has study abroad experience. The name of the student representative will be forwarded to the Dean of the Graduate School prior to the first meeting in the new fiscal year.
- E. Vacancies: Vacancies on the Committee shall be filled by contacting the appropriate dean, council chair, coordinator, or advisor and requesting that a replacement be named to complete the period of vacancy of the permanent representative.
- F. Staff: A staff member appointed by the Dean of the Graduate School will take Committee minutes and will distribute the minutes and other required communications to the members of the Committee.

### **Article III Officers**

- A. At the first regularly scheduled meeting of the Fall Term, the Committee Chairperson and Vice Chairperson shall be nominated and elected from among the voting members of the Committee. The election will follow standard parliamentary procedures.
- B. Duties of the Committee Chair: In consultation with the Dean of the Graduate School and members of the Committee, the Committee Chairperson shall:
  - a. Call meetings of the Committee
  - b. Preside at all meetings of the Committee
  - c. Prepare the agenda for each meeting
- C. Duties of the Vice Chair: The Vice Chair shall assume the duties of the Chair in his/her absence and will chair the Subcommittee on Elections

## **Article IV Functions**

The International Programs Advisory Committee shall:

- A. Review and evaluate plans of international education, faculty exchange, study abroad, orientation, and integration of international students and student services and make recommendations to appropriate administrative offices/academic councils for approval.
- B. Preview and award all international scholarships.
- C. Receive periodic reports from the Dean of the Graduate School and/or the Dean's designees and shall render any advice considered appropriate.
- D. Promote international education by attending and sponsoring international events and activities, by urging faculty to participate in and submit education abroad proposals, and by urging students to enroll in education abroad programs.

## **Article V Committees**

To execute its functions, the International Programs Advisory Committee shall have four standing sub-committees. Subcommittee members are elected annually from the IPAC membership.

- A. Subcommittee on Projects: The Subcommittee on Projects will include 2 to 4 members. This committee will pursue 1 to 3 annual projects identified by the International Programs Staff as the highest priority for advancing international education.
- B. Subcommittee on Elections: The Subcommittee on Elections will include the chair and vice chair of the Committee who will advise the Dean each March on the election of replacements to insure that Committee replacements are secured.
- C. Subcommittee on Scholarships: The Subcommittee on Scholarships will include 4 Committee members, one from each of the academic colleges. This Subcommittee will recommend international applicants for scholarships
- D. Subcommittee on Study Abroad: This Subcommittee will include 4 Committee members. This Subcommittee will provide recommendations on study abroad.

## **Article VI Meetings**

The International Programs Advisory Committee shall meet at least once a month, according to a schedule developed each fall.

- A. As provided in Article III, the agenda shall be set by the Chair
- B. The agenda shall, as far as practical, be distributed in advance of the meetings.
- C. Minutes from each meeting shall be kept and distributed to faculty and staff.
- D. A simple majority shall constitute a quorum. In default, Roberts' Rules of order shall apply.