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International Programs minutes 09/11/2013

International Programs Committee

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International Programs Committee meeting minutes [approved October 16, 2013]

September 11, 2013, 9-10am, Prairie Lounge

Present: Marynel Ryan Van Zee (Faculty, chair), Chlene Anderson (P&A), Sarah Ashkar (Study Abroad Advisor), Viktor Berberi (Faculty), Sarah Buchanan (Faculty), Jimmy Schryver (Faculty), Molly Donovan (Student), Zehua/Jack Zhang (Student), Stephanie Ferrian (ACE)

Absent: Alexander Kachan (Student), Michael Peters (Student), Pilar Eble (ex-officio, Assistant Director of International Student Programs), Irene Maloney (USA)

1. IPC's mission and tasks for 2013-14

After introductions, Marynel read the mission statement from the UMM Constitution:

A. Mission

IPC is an active committee that oversees international activity on campus while shaping UMM's policies on study abroad. It promotes campus-wide international awareness through sponsoring programs (speakers, films, international events), offering faculty grants to internationalize the curriculum, and screening applicants for study abroad scholarships.

B. Duties and Responsibilities

The International Programs Committee develops and coordinates international programs and activities on the Morris campus. It provides a liaison between this campus and the Office of International Programs on the Twin Cities campus.

We discussed the need to change "Office of International Programs" to "Global Programs and Strategy Alliance", and agreed to postpone requesting that change until we sort out whether we want to add any other entities to which IPC serves/wishes to serve as a liaison [see item regarding the All-University International Programs Council below, under 'other business'].

2. Budget and IPC activities for 2013-14

The main thing IPC does is give away money. Marynel provided a re-cap of last year's budget [see attached, lightly revised report from Tim Soderberg] and explained the traditional three categories we have used for dividing the yearly budget [the descriptions below are taken from the grant applications and have been added for the benefit of those not in attendance at the meeting] :

International Curriculum Development [on- and off-campus categories; grant deadline November], aka ICD grants

On-campus: The IPC invites proposals from all faculty members or other instructional staff for a grant to internationalize on campus offerings in the UMM curriculum. The purpose of this grant is to help instructors develop new courses with international content or add a global component or perspective to existing courses. The IPC may award multiple grants of up to \$1,500 each.

Off-campus: The IPC invites proposals from all faculty and other instructional staff for a grant to enhance the existing UMM curriculum by offering students the chance to continue their studies internationally. Individual and joint projects are welcome. The IPC may award grants of up to \$3,000 each.

Extracurricular International Programming [applications received and funded throughout the year – final deadline, given funds, is generally set for April or May] aka ECIP grants

The IPC invites proposals from faculty and staff for small grants in support of extra curricular international programming on the UMM campus. Examples of eligible projects would certainly include (but not be limited to) such activities as: sponsorship or co-sponsorship of the visit of an international speaker or performance artist; presentation of a foreign film; sponsorship or co-sponsorship of an international meeting held at UMM.

Supported projects must be open to attendance by the entire UMM community. This grant is not intended to support curriculum development or international travel, nor is it intended to fund activities that have historically been funded by existing UMM administrative units.

ICD AND ECIP GRANTS COME FROM OUR REGULAR ALLOCATION AND IPC SUBCOMMITTEES REVIEW APPLICATIONS AND MAKE THE AWARDS.

Study Abroad Scholarships: Our study abroad scholarship allocation should be the same \$9000 as last year, and we have some cushion there – that is money that is retained without the threat of scooping – so we will be able to make at least as many awards as we did last year [we made 11 awards of \$750 each, totaling \$8250].

STUDY ABROAD SCHOLARSHIPS ARE FUNDED BY THE LEARNING ABROAD CENTER, BUT AN IPC SUBCOMMITTEE REVIEWS THE APPLICATIONS AND MAKES THE AWARDS.

David and Jean Johnson International Service Learning Scholarship: See description at <http://www.morris.umn.edu/ACE/studyabroad/scholarship/>

JOHNSON SCHOLARSHIPS ARE FUNDED BY AN ENDOWMENT, BUT IPC MEMBERS ASSIST WITH REVIEW OF APPLICATIONS.

For our regular budget, we have received an allocation of \$5898. We have a carry forward of \$2159.63, so our current total is \$8057.63 BUT the carry over can and may be ‘scooped’ later this fall. We should plan conservatively and assume that we have the \$5898.

With our obligation to Michael Eble, that means we have \$2898 for all other items. We need to decide how to divide it among our categories of ICD on-campus, ICD off-campus, and ECIP. \$2898 isn’t even enough to fund one of our usual ICD off-campus grants and we spent \$1500 on EICP alone last year.

After our discussion of the above matters and our budget crisis, it was agreed that we’d take the following actions:

(1) Marynel will draft a letter to Dean Bart Finzel from the IPC, outlining the situation and requesting (a) that we not be 'scooped', although the deadline for making a formal request to retain funds has passed and (b) that we be allocated more money if we are to continue to fulfill our mission. In particular, we want to emphasize the significance of providing the off-campus ICD grants as part of encouraging faculty to offer study abroad courses and in view of our longer-term plans about study abroad administration at UMM.

(2) The application (and procedures) for off-campus ICD grants will be altered to prevent a repeat of the situation with Michael Eble's FY 2012 grant [Michael Eble's grant was awarded for FY 2012 –the fiscal year that ended in June 2012 – and the earliest he is likely to spend it is summer 2014, which will be very late in FY 14 or early in FY15. This caused confusion last year as to how much money was available and it kind of holds the budget hostage, since we can't technically put that money in reserve year after year]. The subcommittee handling ICD grants will develop some language and share it with the whole committee.

(3) We will create a repository of information using Google Docs or some other mechanism to keep track of awards made, the state of the committee budget, etc., in order to avoid confusion in the future and create a form of institutional memory for new chairs and committee members.

3. **Establishment of sub-committees and sub-committee membership**

After some discussion, the following subcommittees were established and populated:

(1) ECIP

Marynel Ryan Van Zee, Jimmy Schryver , Alexander Kachan

(2) ICD and Study Abroad Program Proposal Review [Sarah Buchanan requested that the latter become a formal IPC charge and Jimmy suggested the charge fit well with the ICD sub committee's work]

Sarah Buchanan, Jimmy Schryver, Sarah Ashkar, Jack Zhang

(3) Student Scholarships Application Review

Chlene Anderson, Marynel Ryan Van Zee, Molly Donovan – Fall Semester

Chlene Anderson, Sarah Buchanan, Molly Donovan – Spring Semester

(4) David and Jean Johnson Service Learning Scholarships Application Review

Viktor Berberi and Michael Peters will assist Sarah Ashkar with review of these applications.

Marynel will request that the ECIP and ICD/proposal subcommittees revise the existing applications [due dates, submission personnel, any examples/amounts as necessary, in addition to any language changes] before we send the announcements out so that people can apply for the grants. The student scholarship applications are already revised and posted for 2013-14.

4. Other business

The committee will use its reserved time of October 16, 2013, 9-10am [location TBA], as some issues were raised in this meeting that may require follow-up. Some general discussion of the following was also suggested, as an ongoing part of IPC business for the year:

(a) re-visiting the relationship with the Learning Abroad Center and understanding how/whether the reorganization of ACE is connected to our long-term plans with regard to study abroad at UMM;

(b) returning to last year's discussion of the overall question of how responsibilities for "international programs" on campus are distributed;

(c) discussion of what our relationship to the All-University International Programs Council and/or any other All-U entities is/should be [and whether to revise our stated mission accordingly];

and

(d) checking in on the *Discovery Award*/funds with Jimmy and Sarah Ashkar, to ascertain if IPC should have any involvement in that.

The meeting was adjourned at 9:55am. Our next meeting will be October 16, 9-10am, location TBA.

Minutes submitted by Marynel Ryan Van Zee

Attachment: 2012-13 budget expenditures for IPC

IPC awards academic year 2012-2013:

ECIP:

\$500 to PGLF (award email sent to Brook Miller on 10-5-12) (\$2000 requested)

\$500 to ASA for Vietnamese Lion Dance performance at Taste of Asia Dinner event in April 2013. (award email sent 11-26-12 to Mai Sheng Yang). (\$1200 requested)

\$280 to Soup and Substance event during International Education Week. (award email to Ashraf Ashkar on 11-26-12).

\$100 in Dec, 2012 to '5 Broken Cameras' film screening and visit from Ilyad Burnat (Ashraf Ashkar)

\$200 to Marynel Ryan Van Zee for International Literacy Day event in Sept. 2013

Total spent for ECIP: **\$1580** [will receive some reduction due to Briggs Library support of the last event]

ICD:

On-campus to Sarah Buchanan: \$1500 to purchase African films for GWSS 3001 and FREN 3606 (existing courses).

Off-campus to Lisa Bevevino: \$3000 for 'Ancient Rome: Physical Place, Literary Symbol' (future SA course)

Total spent for ICD: **\$4500**

ICD awards from FY2012 not yet spent: off-campus to Michael Eble, \$3000 for '*En plein air*: Landscape Painting in Provence' (future SA course). Michael has confirmed that he will **not** use his award before July 1, 2013.

There should be \$862 in the ICD/ECIP budget at the end of FY2013 (June 30, 2013), however this does not take into account the \$3000 award to Michael Eble which has not yet been spent. Taking this award into account, the budget at the start of FY2014 stands at (-)\$2138, before the FY2014 money (\$5800?) comes in from the Dean's office.

SA scholarships

\$12,371 available as of Nov 2012

2 awarded for 2013 Winter/Spring round (2 applications)

Scott Babbit (GST)
Sallie Harris (ELTAP)

7 awarded for 2013 May/Summer round (13 applications)

Pana Vue (Capital Normal)
Laura Korth (Capital Normal)
Allison Thaenlitz (Ireland)
Sara Heisler (Ireland)
Britta Buchanan (Ireland)
Sia Moua (Capital Normal)
Emma Randolph (ELTAP)

2 awarded for Fall 2013 round

Scott Steffes (Kansai Gaidai)
Jack Ryan (Yonsei)

Total of 11 scholarships awarded, at \$750 each = \$8250.

\$4121 carried over to FY2014; we should receive another \$9K this year [?]

David and Jean Johnson International Service Learning Scholarship (total of 16 applicants)

\$2000 each to:

Michael Peters
Marc Sanchez
Amanda House