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IPC Minutes, Sept. 10, 2015

In attendance: Sarah Ashkar, Viktor Berberi, Sarah Buchanan, Stephanie Ferrian, Trey Goodsell, Leslie Gubash, Shingo Yamane, Titan Yu

I. The meeting began at 4:05 PM. Committee members introduced themselves. Viktor mentioned other members serving on the committee: Joe Alia, Jimmy Schryver, Matthew McDonough, and Shingo Yamane (replacing Edison Yellick, who has been assigned to another committee). We may have an additional ex officio member once the position of International Student Program Assistant Director is filled.

Viktor will take minutes, but suggested that we rotate in the future.

The committee approved the minutes from 4-2-15 and decided on a tentative time for the next meeting (Friday, Oct. 9, 8:10 am). He will send out a G-cal invitation.

II. Discussion of a budget planning for FY16.

Viktor stated that our carry-forward had not been scooped and that he believed it to be secure. He mentioned that last year Adele Lawler advised the previous IPC chair to set aside \$2000 from the budget (in the event of a scoop or unexpected expenditure). He believes that this is not the case for this year.

Viktor raised the issue of fringe cost on International Curricular Development grant awards; last year fringe was paid out by IPC in addition to the awarded amount. In reviewing this year's International Curricular Development grant forms, subcommittees will check that fringe costs are to be included in the total award amount. It was mentioned that Viktor check that Joe Alia had submitted expenses paperwork

The committee voted to approve the projected budget.

III. Discussion of IPC subcommittee tasks. Stephanie mentioned that Viktor had not included the Study Abroad Program Approval subcommittee, Viktor agreed that it should be included. The deadline for the International Curricular Development grants will once again coincide with the EDP deadline. Viktor mentioned the possibility to continue the jointly-sponsored IPC-Sustainability Leadership for the Future grants. Viktor is meeting with Clement Loo next week and will discuss the deadline with him. The committee voted to include this grant in the duties of the International Curricular Development subcommittee. The committee agreed on the following composition for subcommittees (*indicates chair of sub-committee):

Extra-Curricular International Programming subcommittee: Leslie*, Joe, Matthew

International Curricular Development and SLF/IPC subcommittee: Stephanie, Leslie, Titan, Jimmy*

Study Abroad scholarships subcommittee: Viktor, Shingo, Stephanie*

Study abroad program approval: Sarah B*, Sarah A, Stephanie, Trey

Viktor will send out the previous grant guidelines and forms to subcommittees for revision.

A request was made that we avoid using acronyms.

IV. UMM Study Abroad programs for this year

Sarah B reminded us of this year's programs: July in Paris, Geology in Italy, Ray Schultz and Jess Larson's London Tour, Jimmy Schryver and Julie Eckerle's program to Ireland, and Joe Ali's program in Thailand All five programs are being run through the Learning Abroad Center.

V. Viktor mentioned business from last year that IPC might want to continue to work on, including the discussion of the process for assigning credits to UMM study abroad programs; looking into programs cancellations and enrollment trends; clarification regarding the UMM study abroad "slush fund," and the process for establishing exchanges. Sarah B and Viktor offered to help look into the "slush fund."

VI. Sarah B asked that at the next meeting we move up on the agenda the item regarding the ACE Council's suggestion that IPC write up a request to create a dedicated position for heading study abroad.

VII. Viktor mentioned that, although IPC had previously approved revisions to our mission statement, it seems that the changes were never forwarded to Steering Committee and were not among the changes to the constitution voted on in April, 2015. He suggested that we revisit our revised mission statement before submitted it.

VIII. Other items:

Viktor mentioned two additional agenda items he had received from committee members, including a request for clarification regarding the contact person for disability issues on study abroad programs, and the possibility of meeting to collect feedback from faculty with experience running study abroad. It was agreed that this last item might happen during the process of re-evaluating UMM's agreement with the Learning Abroad Center this year.

The meeting was adjourned at 5:02 pm.