

IES Committee Monthly Meeting

Date: 04.05.24

Time: noon-1 pm

Location: Zoom

Attendance: Ya-Fang Cheng, Feier Hou, Rajeeb Poudel, Ricardo Pelegrín-Taboada, Sean Roush, Dani Lane, Ardy Clark, Katie Wojkek

We discussed strategies for identifying and engaging with potential donors, including researching alumni involved in study abroad programs and leveraging the university's database. We also discussed the challenges and limitations of study abroad programs, such as limited funding opportunities and inadequate support for students. We also touched on the need to revise the committee charges and terms in light of recent changes, including figuring out the best length of term for serving on the committee.

Action Items

- [] @Ya-Fang- Reach out to Steve about providing an update on the study abroad office at the next Faculty Senate meeting on April 9th.
- [] Ask Faculty Senate to request clarification from Provost Coll on plans for rebuilding study abroad office.
- [] [Review job description documents](#) for the study abroad coordinator role and highlight the minimum qualifications needed.
- [] [Analyze survey responses](#) to guide the next steps in supporting study abroad.
- [] **Ya-Fang, Ardy, and Joe**, Create a list of specific goals, talking points, and funding needs for the study abroad office to share with the university foundation for potential fundraising opportunities.
- [] **Ardy, and Joe** share alumni data and list of past study abroad participants with the university foundation to help identify potential donors.
- [] Follow up with Provost Coll regarding progress and next steps for the study abroad office.
- [] Advocate for hiring at least a part-time study abroad coordinator.
- [] Share data on student demand for study abroad with Provost Coll.
- [] **Sean and Ya-Fang** will meet with university legal counsel along with graduate studies on April 8th to discuss requirements for resuming faculty-led study abroad programs.

Outline

Sustainability and funding for study abroad

program.

Ya-Fang Cheng invites Katie from the foundation office to discuss fundraising opportunities for the study abroad program.

Fundraising for study abroad and international student programs.

- Katie: Identify potential donors and create a case statement for goals and needs, including immediate and long-term support.
- Katie: There are no pre-COVID funds set up for international travel or student support, so it's important to have specific information and talking points for grant funders and individual donors.
- Katie mentions a scholarship for studying abroad in Germany, but notes it's limited and restricted.
- S Katie and Ya-Fang discuss potential goals for a scholarship program, including covering application and travel expenses.
- Katie suggests finding potential donors by looking up alumni who went through study abroad programs and reaching out to them.
- Committee members can help research and identify potential donors, including international students who may be interested in supporting the program.
- Ricardo connects with alumnus for potential collaboration on cultural education.

Study Abroad Office update: Study abroad program management and student support.

- Adry discusses a student who is traveling to Tokyo without proper registration, highlighting the need for support and coordination from the university.
- Adry expresses concern about the lack of updates and clarity on the program's future; heard rumors of changes moving to the international office. Will meet with Provost on April 15.
- Ya-Fang suggests gathering data and information to articulate the responsibilities of managing study abroad programs.

Study abroad program challenges and potential

solutions.

- Adry expresses concerns about the lack of support when students seek study abroad opportunities, citing a lack of communication and coordination from the university.
- Ya-Fang suggests sharing data on the number of students interested in study abroad programs to demonstrate the demand and motivate action from the university.
- Adry suggests that combining the two offices can be valuable, but notes that not everyone knows about international/study abroad programs and their importance.

Study abroad program coordination and

funding.

- Ya-Fang and Ricardo discuss the need for a part-time faculty lead coordinator, with concerns about transition and support time.
- Ya-Fang and Ricardo discuss funding options for a study abroad program, including grant applications and reporting progress

Faculty senate, international committee, and job descriptions.

- Faculty senate should be kept informed of important issues to avoid dismissal.
- Sean and Ya-Fang will meet with legal counsel on Monday to discuss the legal side of faculty-led experiences.
- Committee members will continue to analyze survey responses and identify goals/talking points for fundraising.
- The committee needs to discuss committee charges and term lengths, aiming to support progress.