

USG System Council on International Education  
29 January 2016  
Middle Georgia State College, Professional Services Building (Room 212)

1. **Welcome and introductions**
  - a. Registration list was available for people to correct / update email addresses
  - b. Chair, Robin Catmur, UGA
  - c. Vice-chair, Salli Vargis, Georgia Perimeter College
  - d. Sub-committee chairs: Adam Johnson, CISS; Liz Havey, EA
  - e. Tammy Rosner, Director of International Student and Scholar Services at USG.
2. **Review of meetings format and locations**
3. **Opened discussion of minutes from January 2015 meeting.**
  - a. No edits or comments. Minutes accepted by motion.
4. **Update from the Board of Regents office – Tammy Rosner**
  - a. Data report from all USG schools: Tammy referred to the old briefing book. Her new report is different, and includes # of students, demographics, study abroad, internationalization plans, int'l component of strategic plans... She has met with Dr. Davis; they are very interested in it -- and she has a meeting set with the Chancellor (delayed from the snow day) rescheduled to week after next.
    - i. Intl student pop remained at 3-4 % while office was closed EA stagnant at 2% - going up to 3% in 2014.
    - ii. General info that can be used as a starting point. Next year she will plan to do a much more detailed survey
  - b. ESL programs must be approved by Dr. Davis. This hasn't been done since 2008. They will be reviewing all ESL programs. Pre-existing programs will be subject to an abbreviated process, and new ones will be covered in more detail.
  - c. Website is updated; It now includes an increased number of English language tests allowed, and related minimum scores. Many of the companies will be at the GAIE session in Pine Mountain, Feb 3 - 5.
    - i. She has had requests for new tests to be considered. Email her with requests, and she will take back to the committee
  - d. Health Insurance: SHIP and PGH Global; 2/2/2016 they will meet with the brokers. Brokers first offered cost increase at 3.5% - they expect it will be a bit lower. Year after they will go back to re-bid (every five years) (EA insurance was done last year.) Cori Loftis is the primary contact for health insurance numbers. The above info is for fall 2017- numbers should be out by March for fall 2016.
  - e. Taxes: Sprintax changed some wording in the renewal, so it's going back to legal affairs. Sprintax has the names of all schools who requested codes. Schools will be invoiced for the total number of codes requested by that school. Tax workshop will be offered at GAIE - through the lens of using Sprintax.
  - f. The entire USG-ISSS website will be updated. She would like to build it up from scratch - she would welcome suggestions - would welcome help.
  - g. Re: original BoR proposal for the IS office. Under priority 2 – there is a point referring to creating and maintaining an international speaker's bureau. Discussion ensued:
    - i. how to help smaller schools to access the scholars from larger schools.
    - ii. Maybe easier for Fulbrights as far as tracking and planning, GA Fulbright Alumni Assoc. as a resource.

- iii. UGA said it would be easier for us to ask scholars who would be interested in participating through the intake process
    - iv. Tech indicated it should be a web accessible database so the data is auto-populated, and schools can login and access lists based on field, or country, etc...
    - v. Funding available for covering expenses? Tammy said it would not be available from USG -- would make sense to have the funding coming from the inviting schools...
  - h. Tammy was asked about the search for the EA Director's position. Dr. Jones sent out an email update on 1/28 that the search was on-going, and important to the system. In the interim, please send Tammy questions relating to EA so she can track and advocate. One issue that was raised is Risk Management. Another was possible workshops. Another was assistance with interpretation of policies of the Board. Tammy reminded everyone that she has little historical knowledge of policy development and interpretation. She would welcome help with re-interpretation and issue new guidance.
  - i. Chancellor's awards are unlikely to get funded any time soon. Funding for faculty development might be possible -- depending on how it is presented. Probably not in the next two years.
5. **Attendance by USG schools.** Robin noted that we had representation from all but six system schools. She will reach out to those schools to offer updates, and take questions / issues.
6. **ISSS Committee – Adam Clayton**
- a. ESL language testings – new company approvals. He raised a question regarding adding web links to the info page on the website?
  - b. The ESL testing info sheet is in the academic and student affairs handbook, and on Tammy's website
  - c. Study Georgia is going strong. This is a non-profit, developed in conjunction with the Dept. of Commerce, promoting study in Georgia. Functionality for web edits by institution is in place. – contact Chenelle Goyen if questions ([chenelle@uga.edu](mailto:chenelle@uga.edu))
  - d. GAIE Winter Conference: 2/3 to 2/5 - Pine Mountain, GA
  - e. GILC -- 2/19-2/21 - Rock Eagle, Eatonton, GA. All week-end conference. Student-led, to aid in networking of EA students and international students. This conference has been going on for 16 years....Mike Townsend -- chair, GILC,
  - f. BOR has donated \$2,500 again this year. The # of students is based on schools size - based on a formula. This is flexible.
  - g. CISS will review the vision for the committee during their session.
7. **EA committee - Liz Havey**
- a. Small sub-committee has been working on procedural guidelines to handle Clery requirements from an EA perspective. The EA lunch will focus on this.
  - b. Also, they will cover travel insurance for EA programs; software / tech issues; risk management and business procedures.
8. **Africa Council – Olufunke Fontenot**
- a. November -- signature event -- at Middle GA – (please add name...)?
  - b. College contingent to DC in February.
  - c. African lecture series – the first was a scholar invited 10/21/2015 - at UGA. Spring lecture may be at Fort Valley -- they will send info.
  - d. Council is discussing a broad EA initiative to be hosted by Kennesaw State. There is a need to focus and make accessible programs to Africa.
9. **Asia Council – David Starling**

- a. 4/8 and 4/9 at Georgia Perimeter; there will be speakers, food. David will send Robin the info to disseminate.
  - b. Working on increasing programs in Asia - Vietnam, Korea, and India. Let him know if you have faculty interested. They have a good programs in China and in Japan.
- 10. Americas Council – Jose de Cruz**
- a. The Americas council will have its winter meeting at the annual conference in February: Friday, Feb. 5 – 6 in Milledgeville, GA
- 11. European Council – Margee Bright-Ragland – no update**
- 12. Middle East Council – Jason Tatlock – no update**
- 13. Next proposed SCIE meeting date: Friday, September 16<sup>th</sup>, 2016**
- a. Please let Robin know if there is an issue with this date.
- 14. Other items:**
- a. Laura Thomason, Tammy Rosner, and Robin Catmur reviewed the P & T guidelines of all system schools to see what language was included pertaining to international activities. Not surprisingly, all the language was very general – if any was included. The larger schools tended to say something like: “national or international publications / awards ...”. We were hoping to get a better picture of what the standard was, so as to possibly add this to a list of “best practices from USG.
  - b. Tammy said there is a Comprehensive Internationalization “template” on the USG website, accessible to any schools who are interested.  
[http://www.usg.edu/international\\_education/faculty\\_administrators/policies\\_procedures\\_forms](http://www.usg.edu/international_education/faculty_administrators/policies_procedures_forms)
  - c. Dr. McCrillis had raised a question about MOU validity past one year. Most schools indicated they do allow MOU’s for longer periods. If you have a template please share it with Tammy, so she can develop a useful resource.
- 15. Events:**
- a. GAIE, Pine Mountain, GA, Feb. 3-5, 2016
  - b. GILC, Rock Eagle, Eatonton, GA, Feb 19 -21, 2016
  - c. NAFSA Advocacy Day, Washington DC, March 14 -15, 2016
  - d. NAFSA National Conference, Denver, CO, May 29 – June 3, 2016. Registration opens March 1, 2016.
  - e. Emory Debate Event: Feb. 13, 2016, Emory University. Contact Natalie Cruz for info: [Natalie.cruz@emory.edu](mailto:Natalie.cruz@emory.edu)
  - f. TerraDotta conference, Kentucky, last week in April
  - g. Diversity Abroad conference, Atlanta (dates?)
  - h. The Forum, Atlanta (dates?)
  - i. Intercultural Institute, Charlotte, North Carolina, 3/7 to 3/10, 2016.
- 16. Move to adjourn – approved by motion at 11:55am**

Respectfully,  
 Robin Catmur, Chair, SCIE  
[rcatmur@uga.edu](mailto:rcatmur@uga.edu)  
 706 202-2546