

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
February 12, 2004**

Attendance: Jennifer Abel (telecon), Kasey Martin for Carolina Aguilar, Linda Burcham, S. K. De Datta, John Dooley, Brian Calhoun for Judith Jones, Doris Kincade, Grant Turnwald for Judi Lynch, Jim Pease, Cheryl Peed for Glenda Scales, Mike Schroder, Ted Settle, Robert Shaffer, Judith Shrum, Barry Moore for Richard Sorensen, Rodney Thompson

Absence: Scott Baker, Robert Dunay, Joe Eifert, Mike Lambur, Gary Long, Brant Snyder

Guest: Susan Felker, Jack Davis

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members, and she asked for self-introductions.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, December 11, 2003

The December 11, 2003 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

With the representation of Jim Pease, the Commission representation is complete from all aspects of the university.

John Dooley attended the Spring Commission chairs meeting with the President, because Doris Kincade was unable to attend due to the ice storm. The Commission agendas for the rest of the year were discussed with the President, and he shared the COIAs action items. He also described how other commissions are going through the same procedures and language changes in the governance system as the COIA due to university restructuring. He did discuss with the President, and other commission chairs who use 325 Burruss Hall, the communication issues with the phone lines and problems with the chairs in that room.

5. Action Items

- **Second Reading: COIA Resolution 2003-2004 A, Resolution for Change in Membership of the Commission on Outreach and International Affairs**

COIA Resolution 2003-2004 A, Resolution for Change in Membership of the Commission on Outreach and International Affairs deals with the change in membership, and is a revision of the University Council By-Laws. **The motion to endorse this resolution was unanimously approved.**

- **Second Reading: COIA Resolution 2003-2004 B, Resolution for Change in Charge of Commission on Outreach and International Affairs**

This resolution deals with change in the charge of Commission on Outreach and International Affairs. There was a discussion about the wording in the Charge, and with minor editing, the paragraph should read:

Charge: To study, formulate, and recommend to the University Council policies and procedures concerning the engagement of the University in service, outreach and international affairs. Areas for consideration include: Cooperative Extension, continuing and professional education; economic development including community resource and leadership development; liaison with affiliated corporations and institutes; international programs; and other matters affecting service, outreach, and international affairs. **The motion to endorse this resolution was unanimously approved.**

- **First Reading: Alumni Award for Excellence in International Education**
- **First Reading: Alumni Award in International Outreach and Research**

These resolutions are presented because The Alumni Award for Excellence in International Affairs will be split into two separate awards: The Alumni Award for Excellence in International Education and the Alumni Award in International Outreach and Research.

The drafts for both awards were distributed and discussed. It was suggested that “excellence” be incorporated in the language. These awards are fully endorsed by UCIA., and funding will be available from the Alumni Association beginning next year.

Information for the current Alumni Award for Excellence in International Affairs will be sent out through the DDD list after the February meeting of the UCIA.

Questions or comments may be submitted to Jack Davis at davisa@vt.edu.

- **Awards Committee**
The following volunteered to serve on the awards committee: Mike Schroder, chair; Brian Calhoun; Linda Burcham; and Jack Davis. Bill Carstensen will be asked to serve on this committee.

6. **Information Items**

- **UCIA Report**
 - **Resolution for Administrative Responsibilities for Research Abroad**
The draft Resolution for Administrative Responsibilities for Research Abroad will be forwarded to the UCIA following their February meeting, and will then be ready for first reading at COIA.
 - **By-Laws**
The UCIA has drafted their by-laws, and there has been a first reading. The second reading is scheduled for their February meeting. It will then be ready to forward to the Commission for first reading. One issue is an approval for a change in name from University Council on International Programs to University Council on International Affairs.

7. **Discussion/Dialogue**

As follow-up to Ted Settle’s and Mike Lambur’s presentations and discussions on defining outreach, Mike Lambur, Ted Settle and Gary Long were asked to finalize a conceptual model to share with the Commission. This committee will bring this model to the March meeting.

8. **Other**

The April and May meetings will be held in the President’s Board Room, 210 Burruss Hall because of a better telephone system for those connecting by phone. The PBR is unavailable for the March meeting, so the Commission will meet in 325 Burruss Hall.

Key Points to Share from this meeting:

- Commission members should continue to give more thought to the outreach model and send ideas to Mike Lambur (lamburmt@vt.edu), Gary Long (glong@vt.edu), and Ted Settle (settle@vt.edu).

Respectfully submitted,

Linda Price
Recording Secretary