

**COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
March 18, 2004**

Attendance: Jennifer Abel (telecon), Carolina Aguilar, Scott Baker (telecon), Linda Burcham, S. K. De Datta, Jack Davis for Judith Shrum, John Dooley, Robert Dunay, Joe Eifert, Brian Calhoun for Judith Jones, Doris Kincade, Mike Lambur, Gary Long, Judi Lynch, Jim Pease, Cheryl Peed for Glenda Scales, Mike Schroder, Richard Sorensen, Rodney Thompson

Absence: Ted Settle, Robert Shaffer, Brant Snyder

Guest: Susan Felker

1. Welcome and Introductions

Doris Kincade welcomed new and continuing members. She asked for self-introductions and updates on award nomination progress within their colleges. The following colleges reported activities underway for selection of their college level Alumni Award for Outreach Excellence: College of Liberal Arts and Human Sciences, College of Architecture and Urban Studies, College of Agriculture and Life Sciences, College of Science, Pamplin College of Business.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, February 12, 2004

The February 12, 2004 Minutes were approved electronically and have been forwarded to University Council for approval.

4. Chairman's Report

Doris Kincade reported on a discussion at Monday's University Council meeting on the changes in the faculty handbook relating to promotion and tenure. The wording in the handbook is changing to reflect the three missions of the university as they are stated in the strategic plan. One of the three missions is outreach, which prompted an active discussion at University Council on what is outreach and the search for a definition. A resolution was tabled for lack of clear definition of outreach. Dr. Kincade stated that the Commission's work toward its own definition is needed and valued.

5. Action Items

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

This resolution was approved at the February 12, COIA meeting and then forwarded to the Faculty and Staff Senates for approval. Faculty Senate did not pass this resolution at their February 17 meeting, but as per an email from Diane Zahm, chair of Faculty Senate, the Faculty Senate recommended the following amendment:

“membership should include at least 2 faculty with study abroad experience.”

Using the Faculty Senate's proposed amendment to this resolution, Doris Kincade led the discussion, and reviewed the COIA membership structure. There was a motion with a second that, in the process of approving members to the Commission, the overall membership be examined and determined that at least 2 of the faculty have study abroad experience, and if not, sufficient appointment/s be made on an annual appointment basis to ensure study abroad representation in the membership. This motion took the form of an additional paragraph in COIA Resolution 2003-2004 A to be inserted before the last paragraph, as follows:

“Further, Let It Be Resolved that at least 2 faculty members on the Commission on Outreach and International Affairs will have experience in leading study abroad programs.”

The motion to endorse COIA Resolution 2003-2004 A as amended was unanimously approved.

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

This resolution was approved at the February 12, COIA meeting and then forwarded to the Faculty and Staff Senates for approval. Faculty Senate did not pass this resolution at their February 17 meeting. Doris Kincade discussed their feedback, as per the email of Diane Zahm, chair of Faculty Senate, which requested the following addition to the “Charge.”

Charge: To study, formulate, and recommend to the University Council policies ... and other matters affecting service, outreach, and international affairs; **“and, along with the Commission on Undergraduate Studies and Policies, study abroad and international exchange programs.”**

It was moved and seconded that the charge be amended and would read as follows:

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 Commission on Outreach and International Affairs will liaison with the Commission on Undergraduate Studies and Policies with issues regarding study abroad and international exchange programs.”**

The motion to endorse the COIA Resolution 2003-2004 B as amended was unanimously approved.

- **Second Reading: Alumni Award for Excellence in International Education**
The motion to endorse the Alumni Award for Excellence in International Education was unanimously approved.
- **Second Reading: Alumni Award in International Outreach and Research**
The motion to endorse the Alumni Award for Excellence in International Outreach and Research was unanimously approved.
- **First Reading: UCIA By-Laws**
Jack Davis presented the UCIA By-Laws and requested comments from the Commission. John Dooley gave an overview of the formation of this Council and how it is critical in helping the Commission on Outreach and International Affairs guide the university in its efforts to become more active as a “world class” university.
- **First Reading: Resolution for Administrative Responsibilities for Research Abroad**
Jack Davis presented this resolution from UCIA. This resolution is targeted toward research faculty. This is a way of tracking faculty and students abroad when there are international travel warnings.

It was reported that through the drafting of this resolution, questions have been generated for future agenda items for the UCIA to address. Next year UCIA would like to bring to COIA a more formal approach on how international activities can be centralized on the web, i.e., storing names of faculty and locations where faculty have traveled abroad.

6. Follow-up Presentations and Discussion on Defining Outreach at VT

Mike Lambur, chair of the *ad hoc* Committee for Outreach Model Development, and committee members, Mike Schroeder, Gary Long and Ted Settle reported on the work of their committee to finalize a conceptual model of outreach. Drs. Lambur and Long distributed their graphic model of outreach for discussion. Suggestions for wording of the core of the model included: scholarship, outreach, the individual, and other wording. COIA members also suggested the inflow of information to be shown by double arrows on outreach or an additional set of arrows. The committee recommended that the next step be an overlay of specific activities. There will be further discussion of this model at the next meeting. Dr. Kincade recommended that the University Strategic Plan and the COIA 2001-2006 Strategic Plan (available in the COIA notebook) be reviewed for their inclusion of outreach.

7. Information Items

- UCIA Report
 - Jack Davis reported that UCIA could not find a university policy on international travel and questioned whether a policy should be developed by UCIA or COIA.
 - A searchable database will be under development by UCIA to log international faculty travel.
 - Questions have arisen on liability and insurance for international travelers in an event of a terrorist attack against faculty or students. What is the role of the University? What is the Risk Management Plan? Several documents exist that will be reviewed by UCIA.
 - “International” is now a prompt on the University Homepage web site.

8. Other

The deadline for the Alumni Awards for Outreach Excellence is 5:00 p.m. Friday. Three individual and two team nominations have been received at this point.

Respectfully submitted,

Linda Price
Recording Secretary