

**COMMISSION ON OUTREACH
MINUTES
November 14, 2002**

Attendance: David Travis for Dave Barrett, Sarah Burkett, Mike Bertelsen for S. K. De Datta, Joseph Eifert, Dylan Jenkins, Clark Jones, Doris Kincade, Mike Lambur, Doug McAlister, Ted Settle, Judith Shrum, Richard Sorensen, Jeannette Steeves

Absent: Eric Pappas, Scott Baker, Robert Dunay, Kelly Massie, Blair Price, Susanna Rinehart, Dee Whittier, Tom Wilkinson, Deb Williams

Guests: John Dooley, Lyn Gray, Dan O'Brien

1. Welcome and Introductions

Doris Kincade welcomed everyone to the meeting.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, October 10, 2002

The October 10, 2002 Minutes were approved as presented.

4. Study Abroad Resolution

Copies of the University Council for International Programs Resolution for Administrative Responsibilities for Education Abroad Programming were distributed by Judith Shrum for discussion. She introduced Lyn Gray, Interim Director, and Dan O'Brien, Assistant Director of Education of the University Office of International Programs that recently merged with the Office of International Research and Development to now become the Office of International Research, Education, and Development. The motivation to start the resolution occurred during September 11, 2001 when the Provost asked the University Office of International Programs to provide a listing of all faculty and students who were studying abroad. This resolution is applicable for education abroad programming or those who are officially registered for university credits.

This is a first reading which is open for discussion and voting will take place at the next Commission on Outreach meeting.

5. Faculty Recognition Program

- Outreach Awards – Doug McAlister

Doug McAlister shared the updated version of the Alumni Awards for Outreach Excellence outlining both the individual and team awards. Clark Jones explained that the cash sponsorship for the team award has been designated from the Alumni Association. Linda Price has managed the process and supported the awards committee in the past and has been asked to continue her support of the subcommittee. The call for these two awards will be forwarded to Deans, Directors, and Department Heads. This year's committee will consist of Doris Kincade, chair; Sarah Burkett; Jeannette Steeves; and Mike Lambur. Doris Kincade will ask a past award recipient to serve as stated in the guidelines. Nominations will be due the end of January and names of recipients will be forwarded to the Commission on Outreach by late spring.

- International Awards – Judith Shrum

Judith Shrum shared a copy of the Alumni Association Award for Excellence in International Programs. She currently serves as chair of this selection committee. Dan O'Brien discussed other award opportunities within international programs, including a ten-year recognition plaque which was awarded to faculty with ten years or more of continued international service and education.

6. Budget Update

Clark Jones and Richard Sorensen discussed the university budget situation.

7. Other

Clark Jones commented on restructuring since Joe Merola was not available to attend. Doris Kincade reported that faculty are willing to allow more students in their classes, but they cannot find classrooms big enough to hold the classes.

Respectfully submitted,

Linda Price
Recording Secretary