

## Draft Report of Minutes and Outcomes

Meeting, Monday, October 10, 2016, 12:00-1:00 PM, Main 212

University of Texas at Austin's Faculty Council (FC)

Standing Committee C-6: International Programs and Studies Committee

(submitted by David Eaton through all meeting participants)

### Convening and Participation

David Eaton convened the meeting of The University of Texas at Austin's (UT) Faculty Council's (FC) **International Programs and Studies Committee** (hereafter the C-6 Committee) around noon on October 10, 2016. In attendance were four C-6 Committee members (in alphabetical order): David Eaton (LBJ School), Alexandra Garcia (Nursing), Ann Johns (Art and Art History), and Melissa Murphy (Spanish and Portuguese). Also in attendance (in alphabetical order) were Maria Arrellaga, Executive Director of Global Engagement, Office of the UT President, Janet Ellzey, Vice Provost for International Programs (Mechanical Engineering), an ex-officio C-6 member, Lee Loden, Director, UT Travel Management Services, Jess Miller UT International Risk Analyst, and Heather Thompson, Director, UT Study Abroad.

### Announcements

David Eaton announced that the UT Faculty Council had been informed that the C-6 Committee had elected Professor Melissa Murphy (Spanish and Portuguese) as Vice-Chair of the C-6 Committee for the 2016-17 academic year and thus Chair of the C-6 Committee for the 2017-18 academic year.

The next C-6 Committee meeting was announced to be scheduled for Monday, November 14, 2016 at 13:15 in room MAI 212. Table 1 is a list of future scheduled C-6 Committee meetings.

**Table 1: Proposed Meetings of the C-6 FC Committee**

Date	Time	Location (requested)	Notes
11/14/16	13:15	MAI 212	FC meeting starts at 14:15
12/5/16	13:15	MAI 212	FC meeting starts at 14:15
1/23/17	13:15	MAI 212	FC meeting starts at 14:15
2/20/17	13:15	MAI 212	FC meeting starts at 14:15
3/6/17	13:15	MAI 212	FC meeting starts at 14:15
4/10/17	13:15	MAI 212	FC meeting starts at 14:15
5/1/17	13:15	MAI 212	FC meeting starts at 14:15

(Note: After the October meeting, the Faculty Council informed the C-6 Committee Chair that the membership has been changed due to the resignation of Professor Lynn Wilkinson (Germanic Studies) and the subsequent appointment of Professor Jonathan Sessler (Chemistry) as the FC representative to the C-6 Committee for the 2016-17 academic year. Table 2 lists the current members of the C-6 Committee.)

**Table 2: List of Persons/Offices to Be Informed of C-6 Committee Activities**

(in alphabetical order)

### Faculty Membership

Janet M. Davis, Associate Professor, American Studies, email: [janetmdavis@austin.utexas.edu](mailto:janetmdavis@austin.utexas.edu);

phone: 512-232-1848; 512-471-7277

David J. Eaton, Professor, LBJ School, email: [eaton@austin.utexas.edu](mailto:eaton@austin.utexas.edu); phone: 512-471-8972  
(Chair, 2016-17)

Alexandra A. Garcia, Associate Professor, Nursing, email: [agarcia@mail.nur.utexas.edu](mailto:agarcia@mail.nur.utexas.edu); phone: 512-471-7973

Kate Gillespie, Associate Professor, Marketing Administration and Center for Middle Eastern Studies, email: [kate.gillespie@mcombs.utexas.edu](mailto:kate.gillespie@mcombs.utexas.edu); phone: 512-471-5438

Ann C. Johns, Distinguished Senior Lecturer, Art and Art History, email:

[acjohns@austin.utexas.edu](mailto:acjohns@austin.utexas.edu); phone: 512-471-1936

Melissa D. Murphy, Senior Lecturer, Spanish and Portuguese, email:

[mmurphy@mail.utexas.edu](mailto:mmurphy@mail.utexas.edu); phone: 512-232-7126

Guido Olivieri, Senior Lecturer, Music, email: [olivieri@austin.utexas.edu](mailto:olivieri@austin.utexas.edu); phone: 512-471-8015

Jonathan Sessler, Professor and R. P. Doherty, Jr. - Welch Regents Chair in Chemistry, College of Natural Sciences, email: [ssessler@cm.utexas.edu](mailto:ssessler@cm.utexas.edu); phone: 512-471-5009.

### **Student Members**

Jacqueline C. Gibson, Senate of College Councils Representative, Sophomore, College of Natural Sciences, no email available; no phone available.

### ***Ex Officio: Administrative Advisors Without Vote***

Douglas G. Biow, Director, Academic Program, French and Italian, email:

[biow@mail.utexas.edu](mailto:biow@mail.utexas.edu); phone: 512-471-7267

Janet L. Ellzey, Vice Provost for International Programs and Professor of Mechanical Engineering, email: [jellzey@mail.utexas.edu](mailto:jellzey@mail.utexas.edu); phone: 512-471-7020

Richard R. Flores, Senior Associate Dean for Academic Affairs, College of Liberal Arts and Professor of Anthropology, email: [flores@austin.utexas.edu](mailto:flores@austin.utexas.edu); phone: 512-471-9209; 512-471-4141

Marvin L. Hackert, Interim Dean, Graduate Studies and Professor, Molecular Biosciences, email:

[m.hackert@austin.utexas.edu](mailto:m.hackert@austin.utexas.edu); phone: 512-232-3604; 512-471-1105

Heather A. Thompson, Director, Study Abroad, email: [heatherm@austin.utexas.edu](mailto:heatherm@austin.utexas.edu); phone:

512-471-1127; 512-471-6490

### **Other Contacts**

Maria Arrellaga, Executive Director of Global Engagement, Office of the President, email:

[arrellaga@utexas.edu](mailto:arrellaga@utexas.edu), phone 512-471-6080

Faculty Council Executive Committee, c/o email: [fc@austin.utexas.edu](mailto:fc@austin.utexas.edu), phone: 512-471-5934

Steven Hoelscher, FC Chair Elect, Professor and Chair, American Studies,

email: [hoelscher@ausrtin.utexas](mailto:hoelscher@ausrtin.utexas)., phone: 512-232-2567

### **Item 1: How to Support UT International Engagement – Study Abroad Office**

The C-6 Committee discussed how to assist the Study Abroad Office in one of its priority concerns: how to support the increase in UT students participating in semester-long international programs abroad managed by local universities where the content has been pre-approved for undergraduate academic credit by UT departments. The C-6 Committee decided to explore whether a system of so-called ‘Student Ambassadors’ for such programs would help encourage UT student participation. The idea is to reach out via email to students who have completed study in semester-long international programs abroad managed by local universities where the content has been pre-approved for undergraduate academic credit by UT departments. Such students would be asked whether they would be willing to visit a UT class or classes and talk briefly about their experiences to other undergraduates. If so, they would be recruited by the C-6 Committee to an informal group of Student Ambassadors to inform, as possible, other students about program options abroad. Given a set of potential student participants, the C6 Committee would be willing in principle to follow the following steps:

1. Inquire of department chairs whether they would be willing to allow the C-6 Committee to contact their departmental Undergraduate Advisor staff to inquire about appropriate classes that a Student Ambassador could visit to discuss international study opportunities. The letter to department chairs would make clear that if the department did not want to participate, that would be fine, and the C-6 Committee is ‘just asking.’
2. If a Department Chair is willing, the C6 Committee would contact appropriate undergraduate advisor staff to identify appropriate courses that could be visited, along with the names of the faculty who teach such courses. The

letter to advisory staff would make clear that if the staff department did not want faculty to participate or classes to be interrupted, that would be fine, and the C-6 Committee is 'just asking.'

3. The C-6 Committee would then contact individual faculty members teaching courses identified by the advisory staff as being opportunities for informing students of international program options. The letter to faculty would make clear that if the faculty member does not want to participate, that would be fine, and the C-6 Committee is 'just asking.'

4. If and when potential matches are made between target classes (with sponsoring faculty members) and individual Student Ambassadors, the C-6 Committee would ask the Study Abroad Office to offer a 'training program' to help each Student Ambassador learn how to describe international programs with clarity, accuracy and brevity. Each Student Ambassador would also be trained in collecting information from each class visit to provide feedback to the C-6 Committee and the Stud Abroad Office as to the value of such class visits.

5. Once a student Ambassador has completed training, the C-6 Committee would contact the faculty member and introduce the Student Ambassador and leave to them the setting of a time and place for the class visit.

6. Each student Ambassador would be asked to report to the C-6 Committee and the Study Abroad Office on the outcomes of each class visit and thank the faculty member in writing for the opportunity to visit their class. The C-6 Committee chair also would thank the faculty member for allowing the visit.

7. At the end of the academic year the C-6 Committee would evaluate the outcomes of any or all visits and decide whether this approach has been useful or not in encouraging undergraduate student participation in semester-long international programs abroad managed by local universities where the content has been pre-approved for undergraduate academic credit by UT departments.

UT staff agreed to try to collect a list of UT continuing undergraduates who have completed semester-long international programs abroad managed by local universities where the content has been pre-approved for undergraduate academic credit by UT departments for review by the C-6 Committee.

The C-6 Chair agreed to try to obtain a list of (a) UT department chairs and (b) departmental advisors for undergraduate students.

The C-6 Committee will convene November 14 and discuss the feasibility of developing a system of Student Ambassadors.

### **Item 2: How to Support UT International Engagement – UT President's Office**

A brief discussion was held about whether the C-6 Committee could assist the UT President's Office in its efforts to expand international engagement. The C-6 Committee decided that at this time there is no useful role for the C-6 Committee. This issue will be deferred into the future, in the event that there may become a useful future role.

### **Item 3: Insurance Programs for Faculty Leading Study Program Abroad**

The C-6 Committee decided that it would be helpful to develop a list and description of insurance programs offered by the UT System and UT Austin germane for risk prevention and risk mitigation for international programs and studies for use by for faculty members considering taking students abroad.

UT staff agreed to develop a draft list of such policies for the November 14 meeting. At that November 14 meeting the C-6 Committee will discuss: the types of information about each insurance policy that would be useful; the format for a report or other communication about insurance options; and how to distribute such information for faculty considering programs abroad.

The C-6 Committee seeks to complete such a report on insurance policies during the 2016-17 academic year and to make it available for faculty considering programs abroad.

**Item 4: Faculty Responsibilities for Student Welfare While in International Programs**

The C-6 Committee decided that it would be helpful to develop a list and discussion of the responsibilities of faculty for student welfare while they are participating in UT-sanctioned study, research or service abroad, for use by for faculty members considering taking students abroad.

UT staff agreed to develop an initial draft list of such faculty responsibilities for student welfare for the December 5 meeting. At that December 5 meeting the C-6 Committee will discuss: the types of information about each faculty responsibility that would be useful; the format for a report or other communication about faculty responsibilities for students while participating in study, research or service abroad; and how to distribute such information for faculty considering programs abroad.

The C-6 Committee seeks to complete such a report on faculty responsibilities for student welfare while in international programs during the 2016-17 academic year and to make it available for faculty considering programs abroad.

**Item 5: Other New Business**

Members of the C-6 Committee did not have any new business to discuss.

**Adjournment**

The C-6 Committee adjourned.

**Draft Agenda for the November 14, 2016 C-6 Committee Meeting**

1. Introductions of participating persons
2. Discussion regarding how the C-6 Committee can assist the Study Abroad Office in promotion of semester-long international programs abroad managed by local universities where the content has been pre-approved for undergraduate academic credit by UT departments
4. Discussion of draft materials on insurance products available to UT faculty staff regarding international programs and studies
5. Requests for any items of new business for the 2016-17 academic year