

Draft Report of Minutes and Outcomes
Meeting, Monday, February 20, 2017, 1:10-1:30 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, Participation, and Prior Outcomes

The Chair 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 1:00 PM on Monday, February 20, 2017. At the February 20 meeting time, C-6 Committee member decided not to meet on the March 6, 2017 meeting and seek to arrange via doodle-poll a longer, ninety-minute meeting during the week of April 10, 2017 to accomplish a number of final deliverables for the 2016-2017 academic year (the April C-6 meeting). [**Note: The C-6 Committee Chair wishes to apologize to members of the C-6 Committee who in good faith went to the March 6 meeting. These Minutes should have been prepared in a timely manner to avoid that situation.**] Attachment 1 lists persons or offices to be informed of C-6 Committee activities. Attachment 2 lists future dates of C-6 meetings. Attachment 3 lists previous and expected deliverables/outcomes of C-6 meetings during the 2016-17 academic year.

A Doodle Poll will be circulated during March 21-24 to find a time to meet for 90 minutes during the period of April 12-14 for the April 2017 C-6 Committee meeting. The April meeting may be the final meeting of the C-6 Committee for the 2016-17 academic year, if the C-6 Committee can accomplish its tasks.

Agenda Items, February 20, 2017

Item 1: How to Support UT International Office

The C-6 Committee discussed how to assist the International Office in its effort to increase UT student participation in semester-long international programs abroad managed by local universities, where the content has been pre-approved by UT departments for undergraduate academic credit. The C-6 Committee discussed draft correspondence for a so-called University Ambassador program. The Committee agreed to revise the correspondence, seek to adopt it in the April meeting. If the correspondence is adopted, the C-6 Committee would present the concept for the University Ambassador Program to the Faculty Council in May 2017 for implementation during the 2017-18 academic year.

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

The C-6 Committee agreed to review a draft survey being developed by the UT President's Office's (UTPO) to understand the diversity of international engagement at UT. The UTPO will ask the C-6 Committee to review the forms at the April meeting. The Chair reported that Professor Joshua Eisenman of the LBJ School had agreed to review the draft forms in advance of the April meeting to provide early feedback to the UTPO.

Item 3: Guidance for Faculty Leading Study Program Abroad

Heather Thompson discussed International Office (IO) efforts to improve guidance materials for faculty members considering taking students abroad. The C-6 Committee agreed to review the draft IO documents at the April 2017 C-6 meeting.

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

The C-6 Committee agreed that it will complete by April 2017 a draft report concerning faculty responsibilities for student welfare while participating in UT-sanctioned study, research or service abroad. Such information on faculty responsibilities for student welfare would inform faculty members considering taking students abroad. If the C-6 Committee approves the draft report in April 2017, the C-6 Committee will discuss the idea of the report with the Faculty Council in its May meeting. A final report would be prepared in 2017-18.

Adjournment

The C-6 Committee adjourned.

Draft Agenda for the April 2017 C-6 Committee Meeting

1. Introductions of participating persons
2. Discussion on how the C-6 Committee can assist the International Office in promotion of semester-long international programs managed abroad by local universities where the content has been pre-approved for undergraduate academic credit by UT departments
3. Discussion of the UTPO draft survey instrument on international activities at UT
4. Discussion of the proposed IO guidance to UT faculty staff regarding international programs and studies
5. Discussion of a draft report on faculty responsibilities for student welfare while in international programs
6. Requests for items of new business for the 2016-17 academic year
7. FC C-6 Committee advice for a report to the Faculty Council in its May 2017 meeting
8. Membership for the C-6 Committee for the 2017-18 academic year
9. Priorities for the C-6 Committee for the 2017-18 academic year
10. Adjournment

Attachment 1: Persons/Offices to Be Informed of C-6 Committee Activities

Faculty Membership

Janet M. Davis, Associate Professor, American Studies, email: janetmdavis@austin.utexas.edu; phone: 512-232-1848; 512-471-7277.

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

Alexandra A. Garcia, Associate Professor, Nursing, email: 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; phone: 512-471-5438.

Ann C. Johns, Distinguished Senior Lecturer, Art and Art History, email: acjohns@austin.utexas.edu; phone: 512-471-1936.

Melissa D. Murphy, Senior Lecturer, Spanish and Portuguese, email: mmurphy@mail.utexas.edu; phone: 512-232-7126.

Guido Olivieri, Senior Lecturer, Music, email: 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; phone: 512-471-5009.

Student Members

Ryan Alexander Mascheri, Senate of College Councils Representative, Senior, School of Business, email: ryanmascheri@utexas.edu; phone: 832-454-3897.

Ex Officio: Administrative Advisors Without Vote

Douglas G. Biow, Director, Academic Program, French and Italian, email: 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; 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; phone: 512-471-9209; 512-471-4141.

Marvin L. Hackert, Interim Dean, Graduate Studies and Professor, Molecular Biosciences, email: m.hackert@austin.utexas.edu; phone: 512-232-3604; 512-471-1105.

Heather A. Thompson, Director, Study Abroad, email: 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; phone 512-471-6080.

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

Steven Hoelscher, FC Chair Elect, Professor and Chair, American Studies, email: hoelscher@ausrtin.utexas.edu; phone: 512-232-2567.

Lee Loden, Director, Travel Management Services, email: lee.loden@austin.utexas.edu, phone: 512-471-6641
 Jessica Milller, International Risk Analyst, International Office, email: jessmiller@austin.utexas.edu, phone: 512-471-0341.
 Ariel Travis, Health and Safety Coordinator, International Office, email: ariel.travis@austin.utexas.edu, phone: 512-232-9581.
 Jessica Sentz, Assistant Vice-President for Legal Affairs, email: Jessica.sentz@austin.utexas.edu, phone: 512-471-1241.

Attachment 2: Schedule of Proposed C-6 Committee Meetings (Schedule May Change)

Date	Time	Location	Notes
April 2017	tbd	tbd	
5/1/17	13:15	MAI 212	FC meeting starts at 14:15

Attachment 3: Outcomes or Information from the C-6 Committee During the 2016-17 Academic Year

1. The C-6 Committee 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.
2. A copy of a set of UT websites describing international affiliations has been uploaded to an UT Box at <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
3. A draft set of questions that could be included in a UT survey of international programs was distributed to all members of the C-6 Committee and other interested persons, and has been uploaded to a UT Box at <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
4. A draft set of questions that could be included in a UT survey of international programs. It also has been uploaded to an UT box at <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
5. A set of draft survey results from the LBJ School, the Center for Innovation Creativity and Capital (IC²) and some other UT units have been uploaded to an UT box at: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
6. The initial C-6 Committee draft report on UT system insurance policies appropriate for international programs that was discussed at the December 5, 2016 C-6 Committee meeting has been uploaded to an UT Box at: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
7. A C-6 Committee memo on unresolved study-abroad insurance issues that was discussed at the December 5, 2016 C-6 Committee meeting, has been uploaded to an UT Box at: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
8. The data collected by Jess Miller on faculty responsibilities for student welfare while abroad has been uploaded to an UT Box at: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
9. Draft letters for the C-6 Campus Ambassador pilot program will be posted prior to the February C-6 meeting at <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.