

**Minutes, September 18, 2017 Meeting**  
**Faculty Council Standing Committee C-6: International Programs and Studies Committee**  
(submitted by David Eaton on behalf of all meeting participants)

**Meeting Convening**

On Monday, September 18, 2017 The University of Texas at Austin's (UT) Faculty Council's standing C-6 Committee on International Programs and Studies (C-6 Committee) convened at 2:25 PM. The meeting was adjourned at 3:00 PM. The attendees included Professors Ann Johns, Jonathan Sessler, and David Eaton, and new student member Ms. Rhea Nadkarni.

**Self-Introductions and Report of 2016-17 Activities**

After self-introductions of the attendees, the Chair reviewed the accomplishments of the C-6 Committee during the 2016-17 academic year. These outcomes included:

- \* Provision of comments on draft materials on international programs and studies provided by the Office of UT President and the International Office (IO)
- \* Development of a FC proposal for a UT Student Ambassador Program to enable undergraduates who have participated in semester-long international programs managed by foreign universities that offer courses that have been pre-approved by UT departments for academic credit
- \* Study of issues when UT faculty or staff send or lead students in UT-approved travel abroad
- \* Preparation of documents to support the C-6 Committee's activities, all uploaded on an UT box at <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
- \* Discussion of the C-6 Committee leadership for the 2017-18 academic year: Professor Melissa D. Murphy as Vice Chair, 2017-18 and David Eaton as Chair, 2017-18.

**Discussion of a Meeting Schedule for the 2017-18 Academic Year**

The C-6 Committee members discussed the challenge of attempting to schedule a regular monthly meeting for a large number of participants. The members agreed that the general meeting policy of the 2016-17 academic year – meetings on the same days as the FC at 1:00 PM in room MAI 212 - did work well, as long as the meetings end by 1:30 PM, so C-6 members could attend classes that begin at 2 PM on Mondays.

Note that Faculty Council (FC) 2017-18 FC meetings are scheduled tentatively as follows, all at MAI 212 at 2:15 PM: October 16, 2017; November 13, 2017; December 11, 2017; January 22, 2018; February 12, 2018; March 19, 2018; April 19, 2018, and May 7, 2018. ***The Chair proposes that the next FC-6 meeting be scheduled for Monday, November 13, 2017 at MAI 212 beginning at 1:00 PM and end by 1:30 PM. At that meeting, participants will discuss whether an alternative schedule would work better, to enable more participants to attend.***

**New Business**

Participants were asked whether they would recommend any new topics for the C-6 Committee to consider for the 2017-18 academic year. Members suggested that the FC-6 Committee explore a number of topics:

- \* options for professional internships for UT international students under current law and rules;
- \* UT policy regarding on-campus housing for international students, to enable foreign students to qualify for available housing prior to matriculation;
- \* options for empowering faculty to develop draft agreements between their departments and universities or other institutions outside of the US;
- \* collection of information on templates for international agreements between UT campus units and international institutions.

The C-6 Committee asked the members who identified these issues to bring to the next meeting (or send to the Chair prior to the next meeting) a clear statement of the issues to be explored, so that the full C-6 Committee could consider what to do during the new fiscal year.

**C-6 Committee Membership**

Below is a list of C-6 Committee members and other persons who have been involved in C-6 Committee deliberations over the 2016-17 academic year. This enlarged list will be the draft list-serve for communication

among C-6 Committee members. The Chair asks that each person check the information listed below to assure its accuracy.

### **Faculty Membership**

David J. Eaton, Professor, LBJ School, email: [eaton@austin.utexas.edu](mailto:eaton@austin.utexas.edu); phone: 512-471-8972 (Chair, 2017-18)  
Joshua Eisenman, Assistant Professor, LBJ School of Public Affairs, email: [eisenman@utexas.edu](mailto:eisenman@utexas.edu), phone: 512-471-6226

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@mccombs.utexas.edu](mailto:kate.gillespie@mccombs.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 (Vice Chair, 2017–18).

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: [sessler@cm.utexas.edu](mailto:sessler@cm.utexas.edu); phone: 512-471-5009.

### **Student Members**

Rhea Nadkarni, Senate of College Council Representative, email: [rheanadkarni@gmail.com](mailto:rheanadkarni@gmail.com), phone: 512-736-6015.  
Bradley M. Wolff, Student Government Representative, email: [bradwolff@utexas.edu](mailto:bradwolff@utexas.edu); phone: 516-712-4847.

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

Teri J. Albrecht, Director, Internal Administration and International Student and Scholar Services, and Professor of  
Natural Sciences, email: [teri@austin.utexas.edu](mailto:teri@austin.utexas.edu); phone: 512-471-7885 and 512-471-2477.

Douglas G. Biow, Director, Academic Program, French and Italian, email: [biow@mail.utexas.edu](mailto:biow@mail.utexas.edu);  
phone: 512-471-7267.

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.

Mark J.T. Smith, Dean of the Graduate School and Senior Vice Provost for Academic Affairs, and Professor,  
Electrical and Computer Engineering, email: [mjts@utexas.edu](mailto:mjts@utexas.edu); phone: 512-232-3601.

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.

Victoria Cervantes, Senior Administrative Associate, Faculty Council, email: [victoria.cervantes@austin.utexas.edu](mailto:victoria.cervantes@austin.utexas.edu),  
phone: 512-471-5963

Philip B. Dendy, Chief Compliance and Risk Officer, The University of Texas System, email:  
[pdendy@utsystem.edu](mailto:pdendy@utsystem.edu), phone: 512-499-4652.

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.

Lee Loden, Director, Travel Management Services, email: [lee.loden@austin.utexas.edu](mailto:lee.loden@austin.utexas.edu), phone: 512-471-6641

Jessica Miller, International Risk Analyst, International Office, email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu), phone: 512-  
471-0341.

Alondra Ortiz, UT student, email: [alondraortiz182@utexas.edu](mailto:alondraortiz182@utexas.edu), phone: (832) 475 4142.

Debbie Roberts, Executive Assistant, Office of the General Faculty, email: [Debbie.roberts@austin.utexas.edu](mailto:Debbie.roberts@austin.utexas.edu),  
phone: 512-471-8506 and 512-471-5934.

Jessica Sentz, Assistant Vice-President for Legal Affairs, email: [Jessica.sentz@austin.utexas.edu](mailto:Jessica.sentz@austin.utexas.edu), phone: 512-471-  
1241.

Daniel Sharphorn, J.D. Vice Chancellor and General Counsel, University of Texas Systems, email:  
[dsharphorn@utsystem.edu](mailto:dsharphorn@utsystem.edu), phone: 512-499-4462.

Ariel Travis, Health and Safety Coordinator, International Office, email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu), phone: 512-

232-9581.

#### **Documents from the C-6 Committee During the 2016–17 Academic Year**

1. 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>.
2. 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>.
3. 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>.
4. A set of draft survey results from the LBJ School, the Center for Innovation Creativity and Capital (IC<sup>2</sup>) and some other UT units have been uploaded to an UT box at: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
5. 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>.
6. 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>.
7. 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>.
8. 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>.
9. Draft report on Faculty Responsibilities and Resources for Assisting Student International Study, Research and Service. Was posted to: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.
10. A report to the UT International Board of **Global Engagement Benchmark** Advisors from the UT Office of the President. Was posted to: <https://utexas.box.com/s/2at977u33bhqspc8fbgnfi78l20yeaqx>.

#### **Agenda for the Meeting of November 13, 2017**

1. Call to order
2. Self-introductions
3. Report from the Chair's briefings to the Faculty Council (September 18, 2017 in MAI 212 at 2:45 PM) and the Executive Committee of the Faculty Council (of September 29, 2017 in WMB 2.102 at 2 PM)
4. Discussion of business that is continuing from the 2016-17 academic year.
5. Discussion of new business
6. Meeting adjourned

#### **Continuing Business 2016-17**

##### **1. How to Support UT International Office**

The C-6 Committee agreed to launch in Fall 2017 a trial experiment Faculty University Ambassador Program to assist the International Office 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 agreed on language for the Faculty University Ambassador program for correspondence with deans, department chairs, undergraduate advisory staff, faculty members, and students. This Faculty University Ambassador Program concept will be presented to the Faculty Council Executive Committee for their consideration for approval for C-6 Committee implementation during the 2017–18 academic year.

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

The C-6 Committee reviewed a draft of a survey developed by the UT President's Office's (UTPO) to gather information on the diversity of international engagement at UT. The C-6 Committee will discuss progress made regarding this matter.

##### **3. Guidance for Faculty Who Lead Study Program Abroad**

The C-6 Committee reviewed materials developed by Heather Thompson and the International Office (IO), to improve guidance materials for faculty members taking students abroad. The C-6 Committee will discuss progress made regarding this matter.

#### **4. Faculty Responsibilities for Student Welfare While in International Programs**

The C-6 Committee discussed an early draft of a report concerning faculty responsibilities for student welfare while participating in UT-sanctioned study, research or service abroad. The C-6 Committee agreed to prepare a final report during the 2017-18 academic year. The C-6 Committee will discuss progress that could lead to a webpage on the UT Provost's website with information available for UT faculty and staff on responsibilities for taking/ sending student's abroad, UT or UT- System office support activities, and appropriate UT- System insurance products (note Attachment A).

#### **New Business**

#### **5. Discussion of new business proposed at the September 18, 2017 C-6 Committee meeting:**

- \* options for professional internships for UT international students under current law and rules;
- \* UT policy regarding on-campus housing for international students, to enable foreign students to qualify for available housing prior to matriculation;
- \* options for empowering faculty to develop draft agreements between their departments and universities or other institutions outside of the US;
- \* information on templates for international agreements between UT campus units and international institutions.

#### **Tasks Prior to the November Meeting**

- \* A website cannot be developed unless information is verified, accurate, and considered as appropriate by the responsible UT or UT-System office. The C-6 Chair asks the C-6 members and other interested persons to review the draft materials for accuracy.
- \* The C-6 Chair asks that participants review the draft correspondence for the Ambassador Program.
- \* UT and UT-System insurance staff have indicated they may not be comfortable with any information on any UT-System insurance policy being made available to faculty on a public website. The C-6 Chair asks insurance staff within UT and UT-System to put in writing what information on insurance policies can be posted on a public website.

#### **Attachments**

- \* Draft website layout
- \* Draft correspondences for the Student Ambassador Program