

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS
MINUTES
October 9, 2003

Attendance: Linda Burcham, S.K. De Datta, John Dooley, Joe Eifert, Doris Kincade,
Mike Lambur, Gary Long, Doug McAlister, Glenda Scales, Judith Shrum, Richard
Sorensen, James Littlefield for Rodney Thompson, Steve Umberger

Absence: Robert Dunay, Susanna Rinehart, Ted Settle, Robert Shaffer, Tom Wilkinson

Guests: Susan Felker

1. Welcome and Introductions

Doris Kincade introduced herself as the new chair of the Commission on Outreach and International Affairs and commented that the Commission's new name change was approved through University Council and reflects the title change in John Dooley's position. Self introductions were made.

2. Agenda Approval

The agenda was approved as presented.

3. Approval of Minutes, April 10, 2003

The May 8, 2003 Minutes were approved electronically and forwarded to University Council.

4. Chairman's Report

Doris Kincade gave an overview of the vision and goals of the work for this year in Outreach and International.

She feels the Commission needs to work toward strengthening the position of Outreach and International on campus in conjunction with John Dooley's initiatives for this year; specifically to reach towards more visibility for Outreach and International activities and increased recognition of scholarship.

Operationally, for future meetings the Commission will a) work toward aligning its charge, structure, and other governance documents with the university structure, b) improve the connections between faculty, colleges, and the commission, c) increase awareness and participation in the awards program, and d) improve understanding of what is Outreach.

5. Action Items

A copy of the Alumni Awards for the International Affairs document was shared. Jim Marchman was the recipient of last year's award. The award was established to reward individuals engaged in international education. Due to the many competitive dossiers from last year, the University Council on International Programs would like to establish an additional international award, and is asking endorsement from the Commission before making the request to the Alumni Office. A copy of the draft will be shared at the next meeting. The motion to endorse this request was unanimously approved.

Wording in the University Council Constitution and By-Laws has been modified to include the words Outreach and International as appropriate; however, other changes such as the charge of the Commission on Outreach and International Affairs, has not been updated. Further comments or changes related to wording or the charge should be forwarded to Judith Shrum to incorporate into a draft resolution that will be shared at an upcoming meeting.

6. Information Items

Strategic Plans and Organizational Charts for Virginia Tech, Outreach and International Affairs, Virginia Cooperative Extension, and Office of International Research, Development, and Education were shared as information items.

Judith Shrum discussed the Resolution for Administrative Responsibilities for Research and Faculty Endeavors Abroad, which will be forthcoming from the University Council on International Programs and shared at our next meeting.

A condensed one-page information sheet on the Alumni Awards for Outreach Excellence and College Awards was shared. Complete information will be made available on the Outreach and International Affairs home page at www.outreach.vt.edu. Ideas will be welcomed to better promote these awards. There is a March 19 deadline for nominations this year. College representatives were asked to work with their Associate Deans to establish a plan for implementation of their respective college awards. It was clarified that extension employees are eligible for these awards.

Updated listings of memberships for University Council on International Programs, Outreach Council, and Associate Deans/Programs Units with OIA Leadership Responsibilities were provided. The Outreach Council is a program coordination group and will direct policy issues to the Commission for action through the governance system. The University Council on International Programs consists of a core of college representatives consistent with the Outreach Council, and other members represent international centers or agencies that deal with international matters across the university. By-laws for UCIP will be developed this year, including procedures for directing policy-related issues for the review of the Commission on Outreach and International Affairs.

A copy of the August 1, 2003 Promotion and Tenure guidelines were distributed with outreach and international wording highlighted to show the strong presence of outreach and international in this document.

It was decided that November 20 is the rescheduled meeting due to conflicts on calendars.

7. Discussion

Members discussed ways that would facilitate the sharing of commission information with the faculty and other constituents represented by commission membership. The suggestion was made that Key points be listed at the end of minutes and be shared with the Associate Deans for distribution to faculty and others interested in Commission information.

Key Points to Share from the October Meeting

- Several awards for excellence in Outreach and International Affairs will be given in the spring, including:
 - Alumni Award for International Affairs
 - Alumni Award for Outreach Excellence — Individual
 - Alumni Award for Outreach Excellence — Team
 - Alumni Award for Outreach Excellence — College (one for each college)

Respectfully submitted,

Linda Price
Recording Secretary