



University Center for International Education Advisory Committee

The University Center for International Education Advisory Committee (UCIEA) shall have oversight of all issues affecting international education at Wright State including but not limited to international programs, collaborations, student services, recruiting and admissions. The committee shall have responsibility for the following:

1. Review and recommend policies and practices governing the development, implementation, and modification of international programs to ensure they meet Wright State's academic standards. Make recommendations regarding the creation and revision of these policies to the Undergraduate or Graduate Policies Committees through the Faculty Senate.
2. Evaluate all draft proposals for international program development, implementation, and modification to determine they are inline with Senate-approved guidelines. Make recommendations based on this review to the Faculty Senate and to relevant Senate committees.
3. Periodically review the university's international agreements and activities to ensure that these agreements and activities meet academic program needs, capacity and strategic planning, and that the university's recruiting efforts reflect strategic planning for international student growth and are coordinated with other recruiting efforts university-wide.
4. Periodically review the implementation of admissions policies for international students to ensure that admissions policies are appropriate and are upheld.
5. Periodically review academic policies to ensure that they neither advantage nor disadvantage international students relative to Wright State's domestic students.

The committee shall delegate tasks to three sub-committees: the International Student Services Committee, the International Program Collaboration Committee and the International Recruiting and Outreach Committee.

These sub-committees shall make recommendations to the University Center for International Education Advisory Committee. The University Center for International Education Advisory Committee shall appoint the membership of the sub-committees with the consent of the Faculty Senate.

University Center for International Education Advisory Committee Membership: One (1) faculty representative from each degree-granting college, including the Lake Campus. The committee chair shall represent his/her college. A senior staff member from the University Center for International Education shall have non-voting membership.

International Student Services Committee

The committee shall make recommendations to the UCIEA regarding policies and procedures related to student services including, but not limited to the following:

1. Review and recommend policies and practices governing the admission process of degree-seeking international students, non-degree seeking students and transfer students from other US institutions to ensure they meet general and college specific Wright State's academic standards. These policies should include the credential evaluation process (evaluation of secondary school education for undergraduate students and professional education for graduate students).
2. Review, coordinate policies and practices governing English language proficiency standards for undergraduate and graduate admissions.
3. Review and recommend policies and practices governing the development, implementation and evaluation of social/cultural and/or college-specific orientation programs for international students and scholars including issues related to academic integrity.
4. Review and recommend policies and practices governing career service programs for eligible international students to ensure they meet Wright State's and/or college specific academic standards.
5. The committee will consider other issues related to international student and faculty services as required.

The International Student Services Committee Membership: A minimum of four (4) faculty representatives from four different degree-granting colleges, including the Lake Campus. The committee chair shall be selected from the faculty representatives. A maximum of two (2) non-voting UCIE representatives.

International Program Collaboration Committee

The committee shall have responsibility to make recommendations to the UCIEA related to policies and procedures for international collaborations including, but not limited to the following:

1. Evaluate all study abroad proposals, including ambassador, student and scholar exchange, and third party provider program proposals.
2. Evaluate all academic agreement proposals and initiatives with international institutions, excluding student recruitment proposals and initiatives, to ensure that they meet Wright State's academic standards, program needs, capacity, and strategic planning.

3. Periodically review the university's international academic agreements and initiatives to ensure that they meet academic program needs and capacity, and are in accordance with the University's strategic plan.
4. Review and recommend nominations and awards related to international education.

International Program Collaboration Committee Membership: A minimum of four (4) faculty representatives from four different degree-granting colleges, including the Lake Campus. The committee chair shall be selected from the faculty representatives. A maximum of two (2) non-voting UCIE representatives.

International Recruiting and Outreach Committee

The International Recruiting and Outreach Committee will review and make recommendations related to all aspects of international student recruitment and international student outreach, including

1. International student recruitment trips and other initiatives, both by UCIE and by academic units.
2. Marketing and promotional materials, including print, online, social-media-based, and others used in international student recruitment.
3. Recruiting agents, consultants, and other recruiting resources used in marketing the university internationally.
4. Any current or proposed strategic plan for international student recruitment.
5. Agreements with universities aimed at recruiting international students to Wright State University and/or at exchanging students with an international university.

The International Recruiting and Outreach Committee will report each semester to the UCIEA and, where appropriate, will review and evaluate for the UCIEA any proposed international Memorandum of Understanding so that faculty can make an informed recommendation to the Provost.

International Recruiting and Outreach Committee Membership: A minimum of four (4) faculty representatives from four different degree-granting colleges, including the Lake Campus. The committee chair shall be selected from the faculty representatives. A maximum of two (2) non-voting UCIE representatives, and the Provost's designated coordinator of international MOUs.

IPOC Minutes

Thursday, March 24, 2016

Attendance: Burhan Kawosa, Irena Joseph, Mateen Rizki, Roxanne DuVivier, Rosemary Eustace, Gary Burns, Henry Limouze

1. The committee revised the proposed faculty governance structure for the International Program Oversight Committee. A number of modifications were made to streamline the structure and ensure the committee had academic oversight of all aspects of international education. The final document was accepted by the committee and will be sent to the Faculty Senate for approval.
2. The committee reviewed several examples of the use of the Wright State name in connection with international operations that were not sanctioned by any University body.
3. The committee reviewed an example of a credit by examination form that allowed students to receive credit for a transfer course instead of taking an examination.
4. The Chair asked the committee to attend two additional meetings during this academic year to discuss career services for international students and recruiting.

IPOC Minutes

Thursday, March 10, 2016

Attendance: Burhan Kawosa, Irena Joseph, Mateen Rizki, Roxanne DuVivier, Henry Limouze

1. The committee reviewed the proposed faculty governance structure for the International Program Oversight Committee and agreed to call the top-level committee the University Center for International Education Advisory Committee (IEAC) and have three sub-committees reporting to the top-level committee (International Student Services Committee (ISSC), International Collaboration Committee (ICC) and International Recruiting and Outreach Committee (IROC)). The committee accepted the proposed charge and membership with one modification. The committee recommended including one senior administrator from UCIE as a non-voting member of the IEAC.
2. The committee discussed the charge of the International Collaboration Committee (ICC). Several recommendations were made to change the wording to clarify that the ICC's focus is academic agreements, not agreements related to recruiting. The committee recommended the ICC composition include a minimum of four faculty members with no more than one faculty member from each degree granting college. The committee also recommended including a maximum of two, non-voting staff members from UCIE.
3. The committee review the charge of the International Recruiting and Outreach Committee (IROC). The committee recommended changes to charge of the IROC to ensure its focus is recruiting and recruiting agreements. The committee also recommended using a committee membership paralleling the membership for the International Collaboration Committee.
4. The members agreed to make editorial changes to the committee descriptions and send them to Matt Rizki for posting on the Pilot site.
5. The committee briefly discussed the planned UCIE recruiting trips to Korea, Vietnam and Chile. Dr. Limouze explained the rationale for the trips to Korea and Vietnam. The IPOC expressed concern over the trip to Chile since there is little evidence that this is meaningful source of international students.

IPOC Minutes

Thursday, February 25, 2016

Attendance: Burhan Kawosa, Gary Burns, Irena Joseph, Mateen Rizki, Rosemary Eustace, Henry Limouze

1. Dr. Limouze provided an organization chart for UCIE for the committee's review.
2. The committee discussed potential faculty governance structures to advise UCIE and provide faculty oversight of the academic portion of international student services and programs.
3. The committee discussed creating a toplevel oversight committee with faculty representation from each college and the Director of UCIE.
4. The committee discussed creating three sub-committees to report to the oversight committee. The three committees would address international student service, international program collaboration and international recruiting.
5. Matt Rizki agreed to develop an organization chart and a charge for the toplevel committee.
6. Rosemary Eustace presented a summary chart of student services that she had developed to the committee. She agreed to develop the charge and a description of the membership for the student services sub-committee.
7. Irena Joseph agreed to develop the charge and a description of the membership for the program oversight sub-committee.
8. Henry Limouze agreed to develop the charge and a description of the membership for the recruiting oversight sub-committee.
9. Gary Burn agreed to act as an overall reviewer of the organizational structure.

IPOC Minutes

Thursday, February 2, 2016

Attendance: Burhan Kawosa, Gary Burns, Irena Joseph, Mateen Rizki, Henry Limouze

1. The committee reviewed the Senate's charge to the IPOC
2. The committee discuss meeting dates and times. For the Spring semester, the IPOC will meet every other Thursday beginning February 25th at 2 PM in room 304 Russ (room subject to availability).
3. The committee discussed the current state of international program oversight on campus. The committee considered exploring various aspects of international programs including faculty governance, recruiting, admissions, retention and student support services.
4. Dr. Limouze noted that UCIE currently has three advisory committees that have some faculty membership. These committee are not part of the faculty governance structure and the faculty membership is not appointed by the Faculty Senate.
5. The committee decided to focus on developing a faculty governance structure to bring to the Senate for approval before the end of the Spring 2016.
6. The committee asked Dr. Limouze to provide the names of the existing advisory committee, their charges and membership to the IPOC before our next meeting.