

# Appendix 3: Guide for IEC Members, 2013-14



## International Education Committee (IEC) Guide for IEC members

### **What is the IEC?**

The International Education Committee is a standing faculty governance committee that advises the Barbara H. Padnos International Center. The votes and decisions of the IEC are not binding in policy, but the votes are nonetheless important—especially since academic issues related to faculty-led study abroad programs come to the IEC for review.

### **From Faculty Handbook (August 2011)**

INTERNATIONAL EDUCATION COMMITTEE (Approved by UAS 4/2/04)

#### 1. Membership:

Chair, elected from Membership

Faculty (elected by and from): 4 reps. from CLAS, and one representative from each of the other colleges and the library.

2 students, 1 selected by the Student Senate and 1 selected by the International Student Association (confirmed by the Student Senate)

1 Area Studies Program Faculty Member, selected by the programs

1 Modern Languages and Literatures Faculty Member, selected by the department

1 Study Abroad Program Director, selected by the Provost

Executive Director of Padnos International Center (ex officio, non-voting)

2. Term: 3 years, staggered.

3. Purpose: To review, authorize, evaluate, and recommend modifications to all international programs administered by the Padnos International Center; to recommend priorities, new initiatives, policies, and procedures for PIC programs, including campus curricular and co-curricular activities; to advocate for international student, study abroad, faculty research and exchange, and community integration, within the university and West Michigan; and to ensure integrity and academic excellence in all international initiatives undertaken abroad by GVSU.

4. Reporting: To the Provost and University Curriculum Committee.

## **History of the Committee**

The committee was formerly known as the International Affairs Advisory Committee (IAAC) until August 2003. Until Fall 2004, the committee was chaired by the Dean of International Education (position eliminated in 2004). Since 2004, the committee has elected a faculty chair from within its membership, with the Executive Director of PIC (along with other PIC staff, as appropriate) serving as an Ex Officio member. Minutes are typically taken by a PIC staff member, and the agenda is prepared by the Executive Director of PIC, in consultation with the current IEC Chair.

## **Padnos International Center (PIC)**

Formerly known as the Barbara H. Padnos International Center, the PIC is located in 130 Lake Ontario Hall on the Allendale campus. The staff consists of 9 full-time employees (1 Executive Director w/ faculty status, 4 AP staff, and 4 COT staff). 7-9 student employees also serve as “Peer Advisors” in the PIC.

## **Current PIC Staff**

Mark Schaub, Executive Director (Faculty)

Gary VanHarn, PIC Assistant (COT)

Vicki Wenger, Receptionist (COT)

Kate Stoetzner, Director of International Student & Scholar Services (AP)

Troy VanKoevering, Office Coordinator (COT)

Becca Hambleton, Director of Study Abroad (AP)

Elena Selezneva, Coordinator of Faculty-led Programs (AP)

Chris Borda, Office Coordinator (COT)

Meaghann Myers-Smith, Study Abroad Adviser (AP)

Alissa Lane, Outreach Coordinator (AP)

## **PIC Mission**

To engage the University community in meaningful international experiences which foster an appreciation and awareness of diverse cultures, people and ideas.

## **PIC Vision**

The Padnos International Center is committed to providing students, faculty and staff with opportunities that enhance their awareness and understanding of international and intercultural issues. By offering a welcoming environment and developing diverse and substantive programs, we seek to build collaborative relationships that embrace liberal learning and cross-cultural understanding.

## **PIC Values**

*The PIC Values...*

1. International Students and Faculty in the GVSU community
  - Diversity of perspectives they bring, in and out of class

- Expertise in academic and non-academic areas of interest
- Integration into the academic and social culture.

2. Study Abroad experiences that strive to include

- A sense of global citizenship
- Integration of participants into the culture of the host country or region
- Encouragement of participants to learn the language of the country or region
- Encouragement of participants to learn the history of the host country or region
- Quality curriculum connected to the study abroad experience and host country
- Appropriate advising and orientation
- Concern for participants' health and safety

3. Faculty/staff involvement and input in our programs, through

- International Education Committee
- Faculty awareness of and support for study abroad programs
- Cooperation with PIC on international-related programming on campus
- Participation in partner-related opportunities
- International research, teaching, and professional development

4. A warm, welcoming working environment, with people who are respectful and encouraging towards diverse cultures and perspectives.

5. International Education programming on GVSU campuses, designed for students, faculty, staff, and the wider community

6. Advising of students to select the most meaningful and life-enriching international experiences, that match their academic, career, and personal goals and needs.

**Faculty-Led Study Abroad Programs**

While certainly not the only responsibility of the IEC, reviewing prospectuses and proposals for new or revised faculty-led programs is a significant academic task of the committee. As a stand-in for the University Curriculum Committee, the IEC takes seriously the responsibility to ensure the academic quality of credit-bearing GVSU programs—in terms of what participating students will learn inside the overseas classroom and outside the class.

In 2004, with the support of the IEC, the Padnos International Center has no longer solicited new program proposals, and the process documents for making such

proposals was removed from the PIC website. The purpose of that policy shift was primarily because:

- PIC wanted to begin encouraging more students to consider semester programs on which they travel abroad independently for a longer and richer intercultural experience
- there were no increases in resources or staff to administer these resource-intensive programs
- there was no significant increase in student demand to fill more than 16-18 programs each year
- there already were nearly three dozen “approved” programs and only 17 or so programs were being mounted per year

### **Criteria for evaluating proposals for new programs<sup>1</sup>**

GVSU’s Padnos International Center currently facilitates approximately 35 faculty-led summer group programs, of which 16-18 may be offered in a given year. New programs may be developed if they diversify, balance, and strengthen the current portfolio of existing programs.

Proposals for new programs are peer-reviewed by faculty, most of whom are program directors, in the International Education Committee (IEC). The IEC usually receives 5-10 proposals per year, of which one may be selected per year for development. If no proposals meet the criteria, then no new programs will be developed.

Proposals are evaluated based on the following criteria:

- **Objectives:** The objectives are academically sound, clear, and attainable within the constraints of available time and resources. The proposal clearly demonstrates that the course will meet its stated objectives.
- **Academic Content:** Course academic quality is comparable or superior to that of an on-campus course, requirements are appropriate and adequate for the course, and the course supports the objectives of the sponsoring department(s).
- **Director:** The director is a GVSU faculty member with expertise in the field of study and knowledge of the host country. She or he is able to commit to directing a program for at least 2 years.
- **Cultural Dimension:** The program provides a dimension to the curriculum unique to the host culture, including involvement of the host institution faculty as much as possible. Given course-specific constraints, the program provides maximum opportunity to introduce the languages and cultures of the country, in part through substantial pre-

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<sup>1</sup> Approved by IEC, 9 November 2004

departure and on-site orientation. It helps students to develop an understanding of the international community, its problems, needs, and potential.

- **Logistics:** Travel and study plans are organized and feasible; the budget is detailed and reasonable.
- **Student Interest:** The director can realistically expect to recruit about 15 students.
- **Sustainability:** The program has a plan to operate for at least 4 years if offered annually, and 8 years if offered bi-annually. There is an alternate director who could assume responsibility for the program if the director is not able to do so.
- **Health and Safety:** The program does not present an unreasonable risk for participants or the university.
- **Relevance:** The program fulfills an unmet need. It does not overlap or compete with existing study abroad programs available to GVSU students. By “existing programs,” we mean GVSU faculty-led summer group programs, GVSU exchange programs with partner institutions, and non-GVSU programs in which GVSU students may participate. The program should present an opportunity that GVSU students would not otherwise have. For information on currently existing opportunities for GVSU students, please visit our website.

In general, there is a need for programs that:

- Offer credits toward general education, major/minor requirements, or themes;
  - Offer credits in under-represented academic disciplines (e.g. Anthropology, African Studies, Latin American Studies, Political Science, Sociology, and Women and Gender Studies);
  - Offer 6 credits (allowing students to receive financial aid);
  - Offer longer-term summer study abroad; and
  - Are based in underrepresented regions such as Africa, Asia, or Latin America.
- The program provides maximum opportunity for students’ study abroad experiences to enrich the campus as a whole, in part through post-program re-entry meetings, part of which should help students to integrate and appreciate what they have experienced and learned in the host culture, and part to share experiences with the campus community.

### **Input on Partnership Development**

From time to time, the IEC may be asked to provide additional advice (in addition to that from the President and Provost) on the development of new exchange or other partnerships with overseas institutions. This is particularly useful to PIC to gauge interest/need across the university, as well as help develop the evolving priorities for new partnership development.

## **Internationalization Grants**

The new “Internationalization Grants” offered to GVSU faculty will be reviewed by IEC, and their recommendations on grant awards will be the primary determinant for disbursement of those funds to applicants. The two application deadlines are 1 October and 1 February, and the IEC meetings in each of those months will be largely devoted to discussion of the applications received for each funding cycle.

## **Other IEC Tasks**

The agenda varies for IEC from month-to-month and year-to-year. Often, the PIC staff will bring issues to the IEC for input and advice, including strategies and policies relating to international students, to internships or study abroad, to faculty grants for international travel, and to internationalization of GVSU classrooms. The IEC members also serve as a conduit back to the respective home colleges, helping inform other faculty of ways that they can help advance the international mission of PIC and each of the colleges.

## **2013-14 IEC Membership**

### *Student Representatives*

Currently Vacant, Student Senate, 13/14

Currently Vacant, International Student Org. 13/14

### *Area Studies Programs*

tba

### *College of Community and Public Service*

Charles Baker-Clark (HTM), 12/13-14/15

### *College of Education*

Olivia Williams, 10/11-12/13

### *College of Health Professions*

Bonni Kinne, 11/12-13/14

### *Brooks College of Interdisciplinary Studies*

Gamal Gasim (MES, Area Studies), 11/12-13/14

### *College of Liberal Arts & Sciences*

Patricia Clark (WRT), 12/13-14/15

Michael Vrooman (MLL), 12/13-14/15

Lisa Kasmer (MTH), 13/14-15/16

Iva Soljan, English Dept., 11/12-13/14

### *Kirkhof College of Nursing*

Sylvia Mupepi, 11/12-13/14

*Modern Languages & Literatures (unit)*  
tba

*Padnos School of Engineering and Computing*  
Hans Dulimarta, 11/12-13/14

*Seidman College of Business*  
Carol Sanchez, Management, 13/14-15/16

*Study Abroad Program Director*  
Laura VanderBroek (ENG), Netherlands program, 13/14

*University Libraries*  
Robert Schoofs, 12/13-14/15