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## **Listserv Summary: International Advisory Councils**

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**July, 2017**

An inquiry was made to the AIEA Listserv asking for information on advisory councils or boards at member institutions. Specifically, the request asked for the task or charge of the board, membership composition, and whether the board has bylaws.

### **Summary of responses:**

#### **Conveners of advisory councils or boards included:**

- President
- Provost
- Faculty Senate
- SIO

#### **Size of advisory councils:**

Responses varied from 7 to 35 members. Institutions with large internationalization council typically split the council on strategic outcomes.

#### **Internationalization advisory council composition included:**

- Representatives (and alternates) from all our academic colleges (Deans and/or Associate Deans)
- Representative of the administrative units, such as:
  - Graduate School
  - Office of Vice President for Research
  - Office of the Provost
  - Office of the President
  - Office of the Finance & Administration
- Representatives from the International Office
- Representatives of the student body

#### **Internal vs. External Councils:**

All responses pointed to the effect of having internal advisory councils. One institution mentioned planning an external advisory council (comprised of external stakeholders). Another

respondent shared a resource for external internationalization advisory council:

[https://www.bc.edu/content/dam/files/research\\_sites/cihe/pubs/CIHE%20Perspective/CIHE\\_Perspectives\\_No1.pdf](https://www.bc.edu/content/dam/files/research_sites/cihe/pubs/CIHE%20Perspective/CIHE_Perspectives_No1.pdf)

### **Who appoints Council members?**

- Provost (most cases)
- SIO (fewer cases)

### **What are the tasks?**

Responses vary by institution. Large universities tend to have multiple Councils (for policy, faculty engagement and for administrative support).

Example - Council on Global Engagement: The members of the Council on Global Engagement are nominated by their respective Deans and Directors and appointed by the Vice Provost for Global Engagement & Interdisciplinary Academic Affairs. Their charge includes:

- Providing expert advice to campus leadership on strategic initiatives for international education.
- Identifying common challenges to global engagement and develop solutions that meet the needs of our diverse campus community.
- Submitting recommendations to the Provost's Office that build education abroad capacity, facilitate a welcoming climate for incoming students and scholars, and increase collaboration and administrative efficiencies across campus.
- Providing feedback on university policies and business processes related to education abroad.
- Sharing standards of excellence in program development, management, and travel health and safety.

Example- Subcommittee that address a single goal from the Strategic Internationalization plan, tasked with:

- Internationalizing the student learning experience
- Grow international faculty and diversify the international student body
- Promote and recognize scholarship on major international issues
- Promote and showcase international partnerships and collaborative degree programs of significance
- Promote corporate partnership and international alumni development

Example - International Education Network

This Network is a community of practitioners open to all faculty and staff who work on international programs: education abroad, international student and scholar services, or global academic programs. Members range from faculty advisors for international programs to professional advising staff to global librarians and English as a Second Language instructors.

Example - International Travel Oversight Committee

This committee provides guidance and policy recommendations regarding the health, safety and security of faculty, staff and students who travel outside of the United States. The Senior Advisor for International Health, Safety, and Security chairs the ITOC. The Vice Provost appoints members, who serve three-year terms.

Example- International Affairs Faculty Council, which aims:

- To be the voice of the faculty on internationalization issues and bridge the gap between International Affairs administration and colleges, departments and academic programs across the university.
- To facilitate shared commitment to implement the goals of the President's and Provost's Council on Strategic Internationalization.
- To facilitate representative participation in implementing the university's global mission.

Example – International Programs Faculty Council, with the goals of:

- To advise the SIO on global strategies
- To recommend policies and initiatives designed to strengthen the University's internationally oriented teaching, research, creative work and community engagement
- To serve as a communication network and to provide direction for existing or potential cross-collegiate international activities and initiatives
- To confer with and assist the SIO in the formulation of the academic agenda, policies, procedures, and activities of International Programs.
- To propose a topic for and to plan the annual retreat of IP-appointed faculty members.
- To recommend appointments (by vote) of IP-affiliated faculty members (adjunct and courtesy appointments)
- To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere
- To confer with the Provost whenever a new SIO is to be appointed

## **Bylaws**

Few institutions have bylaws for International Advisory Council. The two examples of bylaws received show the following structures:

Example One:

- Responsibility
- Membership
  - Eligibility and Term
  - Appointment
  - Resignation
- Role
- Committee
- Meeting and Agenda
  - Frequency
  - Agenda
  - Summer Responsibilities
  - Amendments to Bylaws

Example two:

- Mission Statement
- Purpose
- Membership
- Voting
- Organization
- Board Meetings
- Amendment or Modifications of the by-laws