



**Association of International Education Administrators**  
*Leaders in International Higher Education*

**AIEA Survey Results**

**Paaige K. Turner, Saint Louis University**

**February 2013**

**Advisor Council Structure and Goals**

Colleagues,

Saint Louis University is working to align its mission, vision and international structures with our comprehensive globalization plan. I would appreciate any models of how other institutions have addressed the recommendation to *Create an Advisor Council to align international education programs with the institution's academic mission* (University Leadership Council of the Education Advisory Board, 2007) including the number of participants you have, which groups are represented, meeting timelines, and their decision making authority. I would also appreciate any by-laws or governing documents. As always, I am happy to share what we collect.

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Below are two links to sites that have information regarding Advisory Councils. Attached are documents from the International Education Campus Advisory Council and from The Ohio State University. Thank you!

Virginia Tech:

<http://www.outreach.vt.edu/UCIA/ucia.html>

University of Georgia:

[http://international.uga.edu/about/intl\\_council](http://international.uga.edu/about/intl_council)

## **IEP Advisory Council Policy and Procedures**

I. **Name:** International Education Campus Advisory Council.

**Vision:** The IE Campus Advisory Council will be an interactive clearinghouse for the sharing and coordination of information, services and advice in support of the IEP Mission and strategic plan.

II. **Mission:** The IE Advisory Council will assist the IEP to deliver high quality services and programs that increase opportunities for students, faculty and staff to participate in international education.

**Purpose:** Its purpose is to support study abroad and international student and scholars activities at Cal Poly through creative leadership in meeting goals and objectives essential to international education success.

### **III. Membership**

a. Membership shall consist of

- i. One representative from each of the Colleges of the University, Research and Graduate Programs, and Continuing Education, appointed by the respective Dean.
- ii. One representative from the Academic Senate, appointed by the AS President.
- iii. The Cal Poly ACIP representative.
- iv. The ASI President (or designee).
- v. The president of the Cal Poly International Club (or designee)
- vi. The Director of Financial Aid (or designee)
- vii. One representative from the Office of Admissions.
- viii. The past president of Phi Beta Delta (or designee)
- ix. One representative from the Cal Poly Fulbright Alumni, appointed by the IEP Director.
- x. The Vice President for Student Life and Activities (or designee)
- xi. The Dean of Students (or designee).
- xii. The Dean of the Library (or designee).
- xiii. One representative from the Faculty Exchange Coordinators Council, appointed by the Director of IEP.
- xiv. The Vice President for University Advancement (or designee)
- xv. The Director of Housing Services (or designee)
- xvi. One representative from the community, appointed by the IEP Director.
- xvii. The IEP Director.

b. Term of office shall be for two years, with half of the council being appointed in even-numbered years and half in odd numbered years.

c. Members may be reappointed at the discretion of the appointing agent.

d. The appointing agent will fill vacancies.

#### **IV. Officers**

- a. The Officers shall consist of a Chair and Vice-Chair.
  - i. The Council shall elect a Vice-Chair from its membership annually.
  - ii. The Vice Chair shall succeed to become Chair in their second year.
- b. IEP Staff shall provide administrative support services.
- c. Duties
  - i. The Chair shall provide leadership for the Council; preside at meetings, appoint subcommittee chairs, and such other duties as appropriate to the office.
  - ii. The Vice-Chair shall support the work of the Chair, acting as Chair when the Chair is unable, and such other duties appropriate to the office.
- d. Any member of the Council shall be eligible for office except the Director of the IE.P

#### **V. Meetings**

- a. The Council shall meet at least once a quarter upon the call of the chair.
- b. The purpose of the meetings to is coordinate services for international students and to promote study abroad opportunities.
- c. The Council may conduct its business through committees.

#### **VI. Committees:** Committee Chairs shall be drawn from the membership of the Council, and are appointed by the Council Chairperson. Membership on the committees will be drawn from members of the Council and such other campus and community persons as deemed appropriate. The Council shall operate the following standing committees:

- a. International Student Support Services
  - i. This Committee shall assist IEP in maintaining, monitoring and developing services in support of international students at Cal Poly.
  - ii. This committee shall include the IEP Associate Director of ISS ex officio.
- b. Study Abroad Support Services
  - i. This committee shall assist IEP in support of students wishing to study abroad and in participating in the National Student Exchange Program.
  - ii. This Committee shall include the Associate Director for Study Abroad and the Coordinator of Faculty-Led programs ex-officio.
- c. Events

- i. The purpose of this committee is to plan and implement events to further the purpose of the Council, (e.g. International Education Week.)
  - ii. This group will identify and participate in events related to the purpose of the Council and mission of IEP, (e.g. hospitality for visiting international scholars and students.)
- d. Community Links
  - i. The purpose of this committee is to develop positive relationships with the communities surrounding Cal Poly.
  - ii. This committee shall coordinate activities related to its purpose. (e.g. home visits for international students, Rotary Club BBQ, etc.)
- e. Executive Committee
  - i. Members shall be the Chair and Vice-Chair of the Council, the Director of IEP and the chairs of the standing committees
  - ii. This committee shall provide overall policy and direction for the Council, including strategic planning for the Council and developing annual objectives.
  - iii. This committee shall conduct the business of the Council between regular council meetings.
  - iv. This committee shall meet once a month or at the call of the Council Chair or the Director of CIE.
- f. Ad Hoc Committees
  - i. The chair may appoint such ad hoc committees as are necessary for the Council to carry out its mission.

**VII. Review**

- a. These policies and procedures shall be reviewed at least once every two-years and revised as necessary.
- b. The IEP Director shall conduct this review and report to the Council.
- c. Any changes to these procedures shall become effective upon approval of the Council, the IEP Director and the Vice Provost for Academic Programs.

(Adopted, Winter/Spring 2011)



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TO: Members of the International Affairs Committee (IAC)  
RE: Introductory Memo  
Date: January 26, 2009

Beyond the current plans to start-up an Ohio State 'Gateway' with the establishment of an exploratory office in Shanghai as a first step, and the newly established grants that will enable faculty to become more involved in the [Gateway](#) countries of China, India and Brazil, there is a full range of further dimensions of engagement we foreseen. They include:

- International educational experiences for our students, including what is generally known as Study Abroad, but extending to all forms of internships and service learning, in addition to individual or group research projects;
- Internationalization of the curriculum beyond the experiential component: course content of international nature to be provided in all majors; formulation of an international certificate within all majors as an enhancing option for the student with eventual recognition on the degree document, connecting the Columbus or regional campus classroom with international partner classes, etc.;
- Taking stock of the massive international efforts present across Ohio State by gathering this information, displaying it for general consumption, and building on this record plans for further engagement, specific to your units and institutionally;
- Enhancing the quality, diversity and impact of international student recruitment to achieve a maximal interface between our local student body and our international guests, students and scholars;
- Contributing to the international contacts via delegations coming to Ohio State and Ohio State groups visiting other institutions, regions, and research projects;
- Bringing the richness of international activities from each unit to the public domain of all members of Ohio State and beyond.
- Developing international partnerships and sustaining them for beneficial impact on all sides, and much more.

Overall, the IAC is conceptualized as a working group putting into act the conceptualization of international strategy formulated by the President & Provost Council on Strategic Internationalization. This committee has presented a plan that has been accepted by the president and provost (see at [http://oaa.osu.edu/P\\_P\\_Council\\_on\\_Strategic\\_Internatio.php](http://oaa.osu.edu/P_P_Council_on_Strategic_Internatio.php)). The IAC's task is now to give these principles and goals a substantive content and map out the implementation processes.

To get started, we will be meeting this coming month basically to:

- Get acquainted and organized;
- Discuss our mission and function;
- Establish the crucial small working groups attending to the many topics, mentioned above;
- Set the work for the remainder of this year.