

## 2014-2015 Year-End Committee Report Form

**Committee:**

**Chair:**

**Chair-Elect for 2015-2016:**

**Number of Meeting held:**

(Please include phone/zip/email if available)

### Items of Business Completed 2014/2015

1.

2.

3.

### Unfinished Business Items from 2014/2015

1.

2.

3.

### New Business Items for 2015/2016

1.

2.

3.

**Please return to the Office of the Academic Senate (ADM 176/0024) by July 6, 2015.**

## **International Programs and Students Committee (IPSC) 2014-2015**

Meeting: Sept. 2<sup>nd</sup>, 412 Clark

Present: Steve Branz, Kate Davis, Brent Duckor, Chris Jochim, Leann Makhni, Karthika Sasikumar, Soma Sen, Jing Zhang

### **Agenda Overview** (prepared by former chair)

1. Welcome to new members
2. Election of new chair
3. Review of last year's business/accomplishments
  - a. Lessons learned from CoBusiness international experience requirement
  - b. Scholarship winners selected
4. New Items for 2014-2015
  - a. Revision of deadlines for international student registration
  - b. Clarification from Financial Aid re loss of aid for high-unit seniors studying abroad.
  - c. Ways and means to deal with higher number of SJSU students studying abroad-- need for institutional support
  - d. Constitutions of sub-committees of IPSC?
5. Decisions on meeting times for the committee
6. Update on CIES including staffing and structural changes
7. Graduate Orientation update
8. Title IX
9. I-House Pancake Breakfast Sunday, 10/19
10. International Week November 14-21 kicking off with International Quiz.
11. College roundtable

### **Minutes**

1. Welcome two new members: Brent Duckor, Associate Professor of Education, and Leann Makhni, Interim Director of the International Student and Scholar Services.

2. Jing Zhang, Assistant Professor of Marketing in College of Business, was nominated by Karthika and elected unanimously as the new chair.

3. Karthika reviewed last year's business and accomplishment on the 2013-2014 Year-End Committee Report Form.

4a: The deadline for international student registration was revisited. No one recalled exactly who was taking the lead on that. One issue was brought up in one of the earlier meetings: International students cannot attend the orientation organized by Student Affairs and AARS. The orientation date is decided by Registrar's Office. There is a strong need/want to understand issues/barriers and how many international students are affected. However, data are not available. Karen was originally on the task to look this deeper.

The discussion continued to the priority registration. Usually incoming freshmen can start registering on the 2<sup>nd</sup> day of orientation. Suggestions were made to allow international students to register overseas. To do so, however, students need to be advised.

4C: Chris brought up that there is a significant increase in the number of inbound students, and there is strong need to promote study abroad programs (more outbound students).

#### 6. Updates on CIES by Leann:

- Structural changes: The International Programs and Services is redefined as two units: International Student and Scholar Services (ISSS) and the Office of Global Education and Initiatives (GEO).
- Understaffed. However, hiring is going on. Dean Ruth Huard needs to re-justify for the position for Assistant Director. Kei's position will be filled. The spirit is good in the department.
- Laura is the primary advisor
- Among different types of study abroad programs - faculty-led program, CSU International Programs, and bilateral program, the bilateral program remains the largest. It is important to have the same number of inbound and outbound students to keep the bilateral program going.

Steve gave an update on transfer units and training transfer evaluators.

Three campus units are usually involved for study overseas: Registrar's Office, Study Abroad Office, and Undergraduate Studies Office (approves the # hours and content of GE classes).

"Finland Model" – Communication Study FLP in summer at a university in Finland, could become a model for FLP.

Since 135 hours (= 45 hours in class + 90 hours outside class) are required for a 3- unit class, a 3-week long FLP is feasible. Exceptions are classes such as 100W, which requires a minimum of 6 weeks.

Questions were raised if international experience is an option or requirement. A potential issue is that some students cannot study overseas. Kate shared her experience on how undocumented students fulfill international experience. She encouraged Mexico students, for example, to gain experience from Asia communities rather than their original ethnic community.

There was a suggestion that a sub-committee be formed to work on the references (collective wisdom) of international experiences for students who cannot study abroad.

Meeting time was suggested to be coordinated on Doodle poll. Jing will send out a Doodle poll request to the committee.

## International Program and Students Committee (IPSC) 2014-2015

Meeting: October 7<sup>th</sup> 347 Clark Hall

- **Present:** Steve Branz, David Bruck, Brent Duckor, Chris Jochim, Leann Makhni, Hyon Chu Yi-Baker, Jing Zhang
- **Absent:** Marquita Byrd\*\*, Kate Davis, Sage Hopkins, Diana McDonald\*\*, Elizabeth McGee\*\*, Soma Sen, Robert Morales-Zaragoza
- **Guests:** Sharon Willey and Andrei Ingalla

\*\* These members (on the membership list) have informed the chair that they cannot serve on the committee this year. Academic Senate is looking for their replacements.

### Agenda Overview

1. Approval of the September meeting minutes (attached to this email)
2. Non-Resident Success Task Force, Sharon Willey, AVP for Enrollment and Academic Services
3. Graduate Orientation update
4. I-House Pancake Breakfast Sunday, 10/19
5. International Week November 14-21 kicking off with International Quiz.

### Minutes

1. Approval of the September meeting minutes

Jing gave a quick update on the Committee Chairs' Forum she attended on Sept. 24. Interested topics included meeting minutes, and policies on absence as well as voting rights of committee members.

Chris made a couple of corrections to the meeting minutes. Steve made a motion to approve the minutes, Chris seconded, and all were in favor. Jing will post the minutes.

2. Non-Resident Success Task Force, Sharon Willey, AVP for Enrollment and Academic Services

Sharon Willey attended the meeting and updated the committee about the Non-Resident Success Task Force. The task force is a campus-wide group to develop enhanced support for both domestic and international non-resident students at SJSU.

The Task Force officially ran from May 2013 to May 2014. It has identified three touch points that usually affect international students' smooth transition to SJSU, and created three corresponding action teams. The teams were led by Sarah

McGregor (International Gateways), Cindy Kato (Academic Advising and Retention Services), and Julie Sedlemeyer (Career Services), respectively.

- “Before Program” – Services include recruitment, language program, messaging, admission support, housing, arrival, and immigrations.
- “As soon as Program” – Services include housing, getting ID card, orientation, enrollment and on-campus jobs.
- “While/after Program” – Services include integration with new cultures, health, safety, social events, and academic support.

Sharon Willey pointed out a few accomplishments of the task force:

- Housing agreed to open early for international students and reserve spaces for them. I-House offers a nice transition for students.
- Tests such as EPT (English Placement Test) and ELM (Early Entry Mathematics) were offered at overseas sites.
- Offered orientations overseas. For the very first time, an orientation was offered in Hawaii with 22 attendees representing 15 families. Tests were also provided during that orientation.
- Online resources available, including Welcome to California, and Pre-Arrival Orientation materials.
- Separated publications (print copy) for internationals transfers and freshmen. There is an online publication for internationals graduates; no print copy available yet.
- Hired non-resident communication specialists
- Earlier admissions for internationals.
- Provisional admit messaging
- Counseling support group for internationals.
- Created international communication working groups
- Guest speaker from UC to campus.

Going forward, the task force will be focusing on reducing concurrent enrollment, helping international students enroll at SJSU in a full load of courses, and providing support services and programs for them.

Regarding the orientation overseas, Steve suggested that we offer webinars to provide the nuts and bolts of the registration process. Advisors should also be available to answer all the questions during international students’ registration. Future overseas orientations in China and/or India were also suggested. This could be a good opportunity to bond with alumni in these countries.

Some academic concerns were discussed. For example, students can register for Science 2, which counts toward their major; however, Science 90T does not count toward their major.

Non-academic concerns were raised including

- Bonding with their new community. Hyon Chu gave examples on this aspect.
- Joining campus student organizations
- Learning leadership skills and becoming more community focused. Leann suggested an administrative push to offer one bonus unit for international graduate students to enhance these skills. David suggested that we invite Joyce Osland, Executive Director of Global Leadership Advancement Center (GLAC) to share her perspectives.

## International Programs and Students Committee (IPSC) 2014-2015

Meeting: November 4<sup>th</sup> 347 Clark Hall

- **Present:** Steve Branz, Kate Davis, Brent Duckor, Sage Hopkins, Chris Jochim, Soma Sen, Hyon Chu Yi-Baker, Jing Zhang
- **Absent:** David Bruck, Leann Makhni (sent Guest Laura Covey on her behalf), Diana McDonald\*\*, Robert Morales-Zaragoza
- **Guests:** Julie Paisant, Director, Office for Equal Opportunity & Employee Relations  
Laura Covey, International Student Advisor, CIES

\*\* This past member, still on the membership list, will be replaced by Andrei Ingalla.

### Agenda Overview

1. 1:00-1:10pm: Approval of the October meeting minutes
2. 1:10-1:45pm: Project Title IX
3. 1:45-1:55pm: Graduate Orientation update
4. International Week November 14-21 kicking off with International Quiz

### Minutes

1. 1:00-1:10pm: Approval of the October meeting minutes

Hyon Chu made a correction to the meeting minutes. Brent made a motion to approve the minutes, Kate seconded, and all were in favor. Jing will revise and post the minutes.

2. 1:10-1:45pm: Project Title IX, Julie Paisant, Director, Office for Equal Opportunity & Employee Relations

Julie Paisant attended the meeting and led the discussion on Project Title IX. Title IX is a federal law that prohibits discrimination on the basis of sex, gender, or sexual orientation of students and employees in educational institutions that receive federal assistance. According to Julie, it is a campus strategy to train new students on the topic. This year is the first year for SJSU to embark on the project. Each student is required to have a 4-hour training including both in-person and online training sessions. Students are informed that if they do not complete this training, a hold will be placed on their Spring 2015 registration, preventing them from registering for classes. Julie clarified later in the meeting that there is actually no hold.

Title IX worked well among incoming freshmen, but encountered some difficulties among transfers and international students. Julie also mentioned that there are *special groups* that require extra attention, including study abroad students, Greek students, and athletes. As of now, about 75% students have completed the training.

Julie Paisant also mentioned that the guidelines are outlined in New Executive Orders 1095, 1096, 1097 and 1098 ([http://www.sjsu.edu/hr/about\\_us/hr\\_directory/eo\\_unit/title\\_ix/index.html](http://www.sjsu.edu/hr/about_us/hr_directory/eo_unit/title_ix/index.html)).

Faculty are encouraged to complete the training via SkillPort. The training is mandatory for staff though. It will help faculty understand the reporting process and their responsibilities if students discuss the issue with them, e.g., how to report and react and how *not* to report and react. It is important to protect the confidentiality of the students and refer them to counseling services on campus.

Julie responded to questions on concerns and issues with the international students' Title IX training. She discussed 4 points:

1. Timing is tough. Incoming domestic freshmen have completed their orientation by July 28, 2014. However, international students had their orientation on August 20, 2014, almost one month later. Due to the timing, international students are not required to complete Part II training, which requires 30-45-day intersession after the completion of Part I training.
2. There is a language barrier. Hence, face-to-face small group discussion has been used and proves to be more effective.
3. The compliance among incoming freshmen is easy; however, it is hard among graduates and transfer students.
4. Some students may complete the training in multiple sittings. One potential issue is that if they log in with 2 different email addresses, the system will not recognize that they belong to the same person.

Chris asked who would handle students' questions. For example, if students get a hold, would they know that the hold is due to incomplete training or other reasons (e.g., financial aids)? Julie explained that students will receive a letter informing them that the reason for hold has nothing to do with financial aids or others. Three staff at Wellness & Health Promotion, Laurie Morgan, Zoe Whaley and Liz Romero are responsible for answering students' questions.

Soma asked besides fulfilling the training requirement, if students find the Title IX personally helpful. Julie replied that with training students would come to a better understanding of what *consent* means to them and sounds to them. Also, anyone under 18 years old cannot give consent.

Going forward, there will be at least three changes. First, starting in 2016, there will be new module replacing Haven. Second, special attention will be given to the Title IX training among specialty groups, including international students, graduate students and students through Open University. Third and lastly, the Title IX group will be a campus-wide group, consisting of UPD, Wellness & Health Promotion and HR.



Soma asked if other training (e.g., social work students have other related training) can be transferable to the Title IX training. Julie replied that such training is not transferable to the Title IX training, especially for the first 2-hour training.

3. 1:45-1:55pm: Graduate Orientation update

Laura Covey gave an update on the graduate orientation. Applications for Spring 2015 were closed. There are 1,011 international graduate applicants, down from 1,530 for Spring 2014; 126 FTF (First Time Freshmen), up from 110 for Spring 2014; and 211 UDT (upper-division transfers), up from 196 for Spring 2014. The application for Fall 2015 is ongoing. The international recruitment goal is set to retain 800-900 undergraduates and 1,300-1,500 graduates.

4. International Week November 14-21 kicking off with International Quiz

Jing passed out flyers to committee members and asked to help spread out the words about International Quiz & International Week.

Hyon Chu raised a question about why SJSU cannot hire job candidates with a H1B visa. Jing will follow up and may contact HR on this issue.

## International Programs and Students Committee (IPSC) 2014-2015

Meeting: December 2, 2014, 347 Clark Hall

- **Present:** David Bruck, Brent Duckor, Sage Hopkins, Andrei Ingalla (incoming member) Chris Jochim, Leann Makhni, Soma Sen, Jing Zhang
- **Absent:** Steve Branz, Kate Davis, Diana McDonald, Hyon Chu Yi-Baker, Robert Morales-Zaragoza
- **Guests:** Emilie Schmidt Ulcay, Interim Director, Thao Phan, Operations Coordinator, Global Education and Initiatives Department; Emily Hendershot & Alaric Trousdale, Study Abroad Coordinators, CIES

### Agenda Overview

1. 1:00-1:10pm: Approval of the November meeting minutes
2. 1:10-1:50pm: Faculty Led Programs
3. 1:50-2:00pm: Other updates; Thoughts and ideas for Spring semester meetings

### Minutes

1. 1:00-1:10pm: Approval of the November meeting minutes

Andrei made a motion to approve the minutes, Soma seconded, David abstained and all the rest were in favor. Jing will post the minutes.

2. 1:10-1:50pm: Faculty-Led Programs (FLP)

Emilie Schmidt introduced herself that she has 11 years of higher education experiences in many different countries in Europe and Asia. In Emilie's opinion, FLP is a nascent project on SJSU campus. Given the diversity of the SJSU campus, she is interested in the internationalization and/or globalization of campus. She discussed 6 issues:

- Economic and time concerns from SJSU students. By looking at the student profile, it is easy to understand their economic as well as time (e.g., due to work schedule) concerns with study abroad programs. Initiatives have been taken to explore opportunities for students with economic concerns, to encourage them to apply for the FLP. For example, for the affordable initiative, they have established scholarship (e.g., contacting airline companies for discounted ticket prices) and personal fundraising.
- The importance of budgeting. It is important for faculty to have a realistic view on the budget. If you budget for 20 students, however, only 8 people sign up, it would not be cost effective. Generally speaking, more students would be more cost effective. However, if you budget for 10 people but 15 people sign up, this is not good, either. The "extra money" can be used for post-program reception, for

example, but cannot subsidize for other students. However, the money can be used to have a second leader or faculty member for the FLP.

- Identifying service providers from the host list. These hosts usually provide housing, meals, and transportation services to study abroad students. SJSU has agreement with these service providers.
- New and earlier deadline. The deadline was December 1<sup>st</sup> 2014 for application for Summer 2015 FLP. For Summer 2016 FLP, Emilie proposes to have May 1<sup>st</sup>, 2015 as the deadline. This implies that there will be almost one-year period between application and departure. Emilie believes that this seemingly long time is necessary for faculty to be better prepared. She suggests the following activities:
  - Identifying service providers from the host list. This usually takes longer time.
  - Recruiting students earlier. For Summer 2015 FLP, students may start their application in Feb/March 2015 after the FLP proposal is approved. With the new deadline, students could apply earlier. In fact, Emilie mentioned that some FLP programs are so popular and successful, that students even apply before faculty actually submit the FLP proposal.
  - Speaking to former FLP faculty and students
- *Emilie admitted that with the new deadline May 1<sup>st</sup>, she may as well expect to receive applications in June or July. In response to question if there is an entire timeline starting from application deadline to post departure, Emilie responded that the timeline information is on website ([http://www.sjsu.edu/studyabroad/programs/summer\\_programs/flp\\_application\\_process/index.html](http://www.sjsu.edu/studyabroad/programs/summer_programs/flp_application_process/index.html)).*
- It is important for faculty to share their story in greater details so that she can help promote the program. In response to question how they advertise, Emilie discussed a couple of tactics, such as tabling, talking to students, and possible social media venues in future.
- The proposed courses must correspond to those in the catalog. She used MCOM 180 Global Leadership as an example.

Thao Phan, Operations Coordinator, added that they are doing their best job to convince faculty to promote their programs with the 2 new people (referring to herself and Emilie).

Chris asked how FLP fits into other CSU study abroad programs. Leann mentioned Curt Anderson's work on developing a partner agreement template for bilateral programs.

Alaric shared his thought on FLP, which is that the success of FLP is driven by faculty's passion and effort.

Regarding personal fundraising, it has been suggested that if hard copies of the program are available before holidays (e.g., Thanksgiving), students could take the copies home and do their personal fundraising. This would be more effective to convince students' family and friends to donate.

Soma asked if there are any initiatives that help reduce cost for students who cannot study abroad but still want to have global experiences. Emilie explained that for the time being, they focus on students who can study abroad and help them address their economic needs. Going forward, they could develop partnership with local communities to help students who cannot study abroad to have global experiences.

Emilie also mentioned that it is important to foster the idea of studying abroad among frosh, e.g., great opportunity to broaden their horizon. They may take the opportunity when they are in their 2<sup>nd</sup> or 3<sup>rd</sup> year.

Chris informed the committee that the deadline for application for most of the CSU International Programs is February 1<sup>st</sup>, 2015.

3. 1:50-2:00pm: Other updates; Thoughts and ideas for Spring semester meetings

A list of possible topics and guest speakers were brought up by the committee:

1. Grades First, Jahmal Williams, Peer Connections office
2. Bilateral program partner agreement template, Curt Anderson, CIES
3. H1B visa, Office of Faculty Affairs
4. International recruitment, Eileen Daley, Associate Director, Student Outreach and Recruitment
5. Alex Chang – international recruiter
6. Leadership skills, Joyce Osland, Executive Director of Global Leadership Advancement Center (GLAC)
7. Summer Institute programs for Chinese students, Lee Chang, Dept. of Computer Engineering
8. Non-resident task force

## International Programs and Students Committee (IPSC) 2014-2015

Meeting: February 3, 2015, 347 Clark Hall

- **Present:** Steve Branz, Kate Davis, Mike Gorman, Sage Hopkins, Chris Jochim, Leann Makhni, Hyon Chu Yi-Baker, Jing Zhang
- **Absent:** David Bruck, Andrei Ingalla, Diana McDonald, Dolores Mena, Robert Morales-Zaragoza
- **Guest:** Jahmal Williams and one of his student staff (Alex), Peer Connections

### Agenda Overview

- ~ 1:00-1:10: Approval of the December meeting minutes
- ~ 1:10-1:50: Jahmal Williams, Spartan Connect Coordinator, Peer Connections at SJSU (<http://peerconnections.sjsu.edu/>)
- ~ 1:50-2:00: Tentative plans for March, April, and May meetings

### Minutes

- ~ 1:00-1:10: Approval of the December meeting minutes (attached)

Sage made a motion to approve the minutes, Chris seconded, Kate and Steve abstained and all the rest were in favor. Jing will post the minutes.

- ~ 1:10-1:50: Jahmal Williams, Spartan Connect Coordinator, Peer Connections at SJSU (<http://peerconnections.sjsu.edu/>)

Jahmal Williams introduced Spartan Connect services as an early alert initiative providing intervention for students who may need extra help. For example, if a faculty member submits a referral for students who may fail the class, they can reach out to the students and provide additional resources for academic, social or other concerns. This will prevent students from failing the class. Given that it is a new initiative, Jahmal said that his job is to sell the campus the early alert idea.

Alex, Jahmal's student staff member, introduced Peer Connections. It offers both tutoring (e.g., English, math, sciences) and mentoring (e.g., time & stress management) services to SJSU undergraduate students. Peer Connections also offers workshops for writing skills test preps and how to succeed in online courses. The workshops are offered by mentors at Peer Connections. Usually, the student staff members go through a 4-week training session. The hourly rate for student staff is at least \$10.30 and \$12-13 for veterans.

Currently, they did not keep a record of the number of international students who seek help from Peer Connections. Since most colleges also have their own student success and/or tutoring centers, Peer Connections focuses on tutoring GE courses.

A suggestion has been made that given the higher percentage of international graduate students at SJSU, more services should be geared toward them. Jahmal is open to serving graduate students. As long as faculty members refer students to him, he will follow up.

If the number of students who need help is bigger, then faculty can bring this to the College level. An example: in a Chemistry class, the instructor can submit a referral that about 30 students are going to fail the class. The referral will help students get extra attention. This is a good example that faculty members reach out to Peer Connections.

Similarly, there is another early alert program/system, GradesFirst, which is used by Educational Opportunity Program (EOP) to assist students academically. Athletics at SJSU supports GradesFirst program.

Hyon-Chu asked if students walk into Peer Connections office, what happens next? Jahmal replied that the students will complete an information sheet, indicating what they are looking for (e.g., particular skill sets) and reasons why they are there, etc. Students could come in anytime they want.

There was also discussion on how College success centers and Peer Connections can coordinate and collaborate efforts. Kate appreciated what Peer Connections does because very often Access Success Center in the College of Social Sciences cannot take all the students who need help.

Suggestions are also made for Peer Connections to prepare videos and graphics to show the road map to students. Since this service will take away pressure from faculty, Jahmal is planning on presenting the service to faculty.

~ 1:50-2:00: Tentative plans for March, April, and May meetings

March:

- Bilateral program partner agreement template, Curt Anderson, CIES
- H1B visa, Office of Faculty Affairs

April

- Leadership skills, Joyce Osland, Executive Director of Global Leadership Advancement Center (GLAC)
- Summer Institute programs for Chinese students, Lee Chang, Dept. of Computer Engineering

May

- International recruitment, Eileen Daley, Associate Director, Student Outreach and Recruitment
- Alex Chang – international recruiter

~ Other issues:

- Mike asked how FLPs can reach out more students in the recruiting process. One way is to have IPSC committee to forward the FLP emails to their colleagues and students.
- Chris suggested that we revisit study abroad experiences.
- Leann reminded the committee the International Week in April 13-17, and hoped more students will participate in the International Quiz on Friday, 4/17. International Week is a great opportunity for meet and greet, learning study abroad programs, and fundraising. Faculty are encouraged to provide extra credit to students who participate in International Quiz. Last year, different student bodies participated in International Quiz; Karthika Sasikumar also sent her students to participate in International Quiz.

## **International Programs and Students Committee (IPSC) 2014-2015**

Meeting: April 7, 2015, 347 Clark Hall

- **Present:** Steve Branz, Sage Hopkins, Chris Jochim, Leann Makhni, Alaric Trousdale (incoming member), Jing Zhang
- **Absent:** David Bruck, Kate Davis, Mike Gorman, Diana McDonald, Dolores Mena, Robert Morales-Zaragoza, Hyon Chu Yi-Baker
- **Guest:** Dr. Joyce Osland, Curt Anderson

### **Agenda Overview**

~ 1:00-1:10: Approval of the February meeting minutes (attached)

~ 1:10-1:35: Development of Leadership Skills, Dr. Joyce Osland, Executive Director of Global Leadership Advancement Center (GLAC), College of Business

~ 1:35-1:50: Bilateral Program Partner Agreement, Curt Anderson, Director of Marketing and Communications, CIES

~ 1:50-2:00 Other Businesses

### **Minutes**

~ 1:00-1:10: Approval of the February meeting minutes (attached)

Chris made a motion to approve the minutes, Sage seconded, and all the rest were in favor. Jing will post the minutes.

~ 1:10-1:35: Development of Leadership Skills, Dr. Joyce Osland, Executive Director of Global Leadership Advancement Center (GLAC), College of Business

Dr. Osland began by speaking about the purpose of Global Leadership Passport Program, which is to prepare students to go overseas. Students can enter the program by taking academic courses or through Gateway Workshop or periodic modules. Students will earn stamps for the Passport Program.

She then explained that GLAC is an assessment center, where they use different methods, including assessment, training, coaching, mentoring, experiential learning, and global projects, to help participants acquire intercultural competence. She mentioned that College of Engineering Honors Program used GLAC to assess their students.

In response to question how widely has the assessment center been used, Joyce said that as of now they have trained over 800 students (including a lot of international



students) and some outside organizations such as Peace Corp. Leann mentioned that International House shows interest in having this kind of assessment.

Joyce discussed one of the advantages of the assessment is to identify concerns with students at the earlier stage and then provide support to buffer them from failing. She also mentioned a professor at Miami University (Ohio) did research on study abroad and wrote a book about it.

Regarding the passport program, if students earn a minimum of 14 stamps, they will be issued a GLAC Passport. They can earn stamps by taking any 3 courses (not necessarily business related). A search of the GLAC website shows that they have 17 pages of eligible courses.

Joyce also mentioned that they are interested in developing the passport program into a certificate program, and students can be recognized at graduation by wearing an honor chord.

~ 1:35-1:50: Bilateral Program Partner Agreement, Curt Anderson, Director of Marketing and Communications, CIES

Curt discussed his work on developing relationship with partner universities. Right now there are 30 partner universities (16 in Europe & 14 in Asia) with 3-4 in pipeline. He said that Chinese universities are interested in agreement. However, one factor needs to be considered is that exchange needs to be even in terms of the number of students.

The actual process for establishing partner relationship takes 3 steps:

Step 1: Initial conversation. Curt said that he first has discussion with university by visiting or Skype calls based on existing friendship between the two universities. There are more interests in our engineering programs from China and Japan. The potential issue is that exchange needs to be even, and we need to make sure that our students are also interested in going to China or Japan. Curt briefly discussed Dr. Lee Chiang's Summer Institute Program for Chinese students.

Step 2: Robust development. If the partner university wants to pursue with the program, then it usually takes about 2 months to complete the template agreement, including 5-6 agreements such as on recruiting and articulations. The agreement is usually on a 5-year term. Curt will then send the template agreement to Chancellor's Office for legal reviews, followed by the Procurement and Contract Office on SJSU campus where they will look at the liability issue.

Step 3: Final signature by SJSU President.

Alaric shared balanced or working/popular bilateral programs by country.

- UK: except one

- Switzerland
- Two Japanese universities are popular; the other two (far away from Tokyo) are not.
- City HK: It was popular in the past but now it is unbalanced.
- Queen University of Technology is popular; University of Western Sydney is not.

~ 1:50-2:00 Other Businesses

- Curt reminded that the deadline of FLP for Summer 2016 is May 1<sup>st</sup>.
- Leann reminded International Week (Week of April 13) and International Scholarship Fundraising reception.

## **International Programs and Students Committee (IPSC) 2014-2015**

Meeting: May 5<sup>th</sup>, 2015, 347 Clark Hall

- **Present:** Steve Branz, Sage Hopkins, Chris Jochim, Leann Makhni, Dolores Mena, Alaric Trousdale (incoming member), Hyon Chu Yi-Baker, Jing Zhang
- **Absent:** David Bruck, Kate Davis, Mike Gorman, Diana McDonald, Robert Morales-Zaragoza
- **Guest:** Alexander Chang, Eileen Daley

### **Agenda Overview**

~ 1:00-1:10: Approval of the April meeting minutes

~ 1:10-1:30: International Recruitment, Alexander Chang, Director, Int'l Recruitment and Partnership, CIES

~ 1:30-1:50: Admission/testing/orientation/registration of International Students, Eileen Daley, Associate Director, Undergraduate Admissions and Outreach

~ 1:50-2:00 Update on membership roster and election of chair

### **Minutes**

~ 1:00-1:10: Approval of the April meeting minutes

Leann made a motion to approve the minutes, Chris and Steve seconded, and all the rest were in favor. Jing will post the minutes.

~ 1:10-1:30: International Recruitment, Alexander Chang, Director, Int'l Recruitment and Partnership, CIES

Alex wanted to draw the committee's attention to three points before he went into details. First, what his unit does for the campus and academic colleges; second, SJSU is not a destination campus; and third, there was no active recruitment component about 3 years ago at SJSU.

Now SJSU has several recruitment partners who can help identify qualified perspective students, maintain integrity of the recruiting process, and best serve international students. SJSU also has partnership with international institutions. One issue is that because SJSU is not located in a destination city, such as San Francisco and San Diego, sometimes it cannot attract enough students.

The current and ongoing goal for his unit is to increase demand. Although there is no specific number set for the recruiting goal, the past few years saw a 30% of growth in the international student population. His unit is actively attending

recruiting events. They have a 5-year recruiting plan. There has been some issue with international course articulation. The unit serves as a liaison between other academic colleges and CIES. Currently, some institutions in Japan, Korea and China work together with academic colleges.

To achieve a successful recruitment, Alex usually spends 6-7.5 months on road visiting campuses and attending biannual international recruiting events worldwide. There are about 100 recruiting fairs, which are usually invitation-only events. In certain regions, recruiting agencies play a big role in recruiting students. CSU pays recruiting services commission to recruit students. However, the decision is made by individual campuses. SJSU receives compensation from CSU to pay commission. There are 160 agencies in the databases, among which 50-60 are active. The amount of commission is fixed, which Alex did not reveal at the meeting. The commission is paid after students enroll.

Steve discussed articulations at the undergraduate and graduate levels and pointed out that most articulations stay on the graduate level. Also, transfers can come in as lower division students except those from UK, Australia, New Zealand, and Singapore.

Regarding SJSU not being a destination campus, Hyon-Chu discussed the importance of name building and a strong need for connecting SJSU closely with Silicon Valley.

Alex also mentioned that CSU campuses usually collaborate in their marketing efforts to promote California. There are 4-6 campuses involved. One of the observations Alex has lately is that the UC system such as UC-Berkeley also becomes active and aggressive in recruiting international students.

~ 1:30-1:50: Admission/testing/orientation/registration of International Students, Eileen Daley, Associate Director, Undergraduate Admissions and Outreach

Eileen discussed different recruiting strategies between F-1 students and local international students. Local international students are recruited from community colleges, such as Foothill, De Anza, Santa Monica, San Barbara, and City College of San Francisco. There are also recruiting events up in Seattle in January and October, where 10 different events are held within 5 days. In addition, there are also national event fairs. No recruiting agencies are involved.

Eileen distributed copies of brochures of *Fall 2015 Steps to Admission for International Applicants* and then explained steps to admission. There are three cohorts, namely first time frosh with F-1 visa who take tests in home countries, lower division and upper division transfer students. For some international students, they need to travel back to home countries after orientations to take the tests. Her office needs to make sure that students get in class in Mid-June. They usually also plant Study Abroad seeds at the orientations.

~ 1:50-2:00 Update on membership roster and election of chair

There are two issues on the membership roster: a couple of seats need to be updated due to personnel changes and a few are vacant. Jing will be working with Eva Joice to update the roster.