

2013-2014 Year-End Committee Report Form

Committee: International Programs & Students

Chair: Karthika Sacikumar

Chair-Elect for 2014-2015: NONE

Number of Meeting held: 6

(Please include phone/zip/email if available)

Items of Business Completed 2013/2014

1. Lessons learned from College of Business requirement of international experience
2. Selection of scholarship winners
- 3.

Unfinished Business Items from 2013/2014

1. Revision of deadlines for registration for international students.
2. Seeking clarification from Financial Aid re. loss of scholarships for high-unit majors studying abroad.
- 3.

New Business Items for 2014/2015

1. Committee's input into formulation of International Experience requirements.
2. Increasing numbers of SJSU students studying abroad - ways and means.
3. Constitution of sub-committees

Please return to the Office of the Academic Senate (ADM 176/0024) by July 18, 2014.

International Programs and Students Committee

Minutes of the meeting of May 6, 2014

Present: Kate Davis, Sage Hopkins, Chris Jochim, Gail Lu, Diana MacDonald, Elizabeth McGee, Karen O'Neill, Karthika Sasikumar (Chair), Soma Sen, Roula Svorou

The Committee met for the last time in AY 2013-14 at 1 pm.

Karen O'Neill gave an update on the personnel issue. She reported that in order to replace Kei Imafuku, in the position of Study Abroad Coordinator, IPS would be conducting two interviews the following week. A couple of other positions in Study Abroad have also been funded. The Immigration Advisor positions will be re-opened since the candidates who were selected declined their offers.

Karthika Sasikumar made some announcements regarding the personnel of the Committee. Chris Jochim will step down as he will be FERPing, and his replacement as the SJSU representative on the Academic Council on International Programs (ACIP) will be on the committee starting Fall 2014. Roula Svorou said that she has not yet decided if she will continue. Dolores Mena said that she would be on sabbatical in Fall 2014 and would be replaced during that time by one of her colleagues. Soma Sen also planned to be on sabbatical, in Spring 2015, and asked if she could nominate a replacement for that semester.

Karthika Sasikumar also urged members to volunteer for the post of Chair of the committee, since she would be stepping down at the end of the semester. Since no members volunteered, the Chair would have to be elected at the first meeting of Fall 2014.

Soma Sen reported on the first item of discussion. The Dean of the College of Arts and Sciences (CASA), apparently announced a policy requiring all students in his college to study abroad in order to be eligible for graduation. This was reported on in the *Spartan Daily*. The Chair had requested Soma Sen to report on this announcement. Soma said that she too had been surprised by the announcement of the policy, which was not widely known among the faculty of the College. She consulted her colleague who served on the CASA Committee on International Education. She was informed that the option is merely being explored, and that the experience of other universities and departments is being studied. Faculty-Led Programs (FLPs) that exist in three CASA departments (Nursing, Hospitality, and Journalism) may be part of the pilot. Objections were raised about the obstacles for some of our students to studying abroad, and then the Committee was dissolved. In conclusion, it does not appear that the CASA announcement was the final word on the subject.

The committee members discussed the issue of the study abroad requirement. Dolores Mena expressed the opinion that it would be better to make studying abroad optional, as some students would be hard pressed to leave the country.

Chris Jochim requested the Chair to record on the agenda that this issue should be taken up by the next Chair. He suggested that meeting with international students currently in the US could be a substitute for studying abroad. Kate Davis spoke about the mandatory international experience in Global Studies, and pointed out that it had to accommodate a wide variety of circumstances. Karen O'Neill said that the Mandatory International Experience (MIE) is becoming increasingly popular. It was even mentioned by the job candidates for the CIES Dean position during their on-campus interviews.

Steve Branz clarified that any international experience requirement has to become part of the formal program, which would require approval from the university authorities. Karen O'Neill reiterated that if this requirement is going to be implemented, support systems are needed. If close to 2000 students engage in FLPs, it would require a robust infrastructure. The logistics have to be worked out, including financial aid packages. She mentioned that the thinking is that the Dream Act (DACA) will enable students to go abroad. Karthika Sasikumar clarified that DACA applies to a small percentage of illegal immigrants, and is not a solution to the barriers that undocumented students may face while returning to the US.

Karen O'Neill then circulated a four year plan that she had created to promote studying abroad (attached). It is based on the insight that getting students to think ahead is effective in increasing the rather low percentage of our students who end up studying abroad. The plan envisions approaching them when they are freshmen, and lists concrete steps that they can take every year to prepare for studying abroad. A parallel roadmap will be made for the use of faculty advisors. Every department will create a suggested path to incorporate a study abroad trip in the typical student's career. Having 6 units worth of courses is important for students to continue receiving financial aid, therefore, it is important to have a plan.

Committee members made suggestions about the Four Year Plan. For instance, adding "Pass the WST" in Year Two, adding "Volunteer during International Week on campus," and including ways to fulfill the GE requirements with courses that have a global/international orientation.

Elizabeth McGee then passed out fliers about an opportunity for students to get all of their upper-division credit in Fall 2015 in a semester abroad in France. Steve Branz mentioned that the university will soon approve a Global Citizenship certificate housed in Global Studies. This certificate could be something that students could obtain just by choosing courses wisely. In the same vein, with the revision of GE requirements, more integrated R, S, and V courses are encouraged.

Gail Lu spoke about the creation of a Facebook page for returned students to act as mentors. David Bruck pointed out that at SFSU, all students who have studied abroad are required to be mentors for a semester.

The next item that was taken up was the awarding of the Barozzi Scholarships. There are 2 awards of \$1500 each—one for an SJSU student going abroad, and another for an international student coming to SJSU. This year applicants were submitted by 6 international students and 2 Study Abroad students. These would be put on Dropbox and Google Drive, and members requested to rank them in the rubric that would also be provided. The Helen Stevens scholarship was not managed by IPS any longer.

Soma Sen then brought up the issue of the choice of FLPs. As a social justice issue, it was important to note where students wish to go, and which students choose to study in developing countries. Chris Jochim mentioned that ACIP had researched the question and tried to identify growth potential for new centers. Brazil and India were seen as the most popular. He offered to share the report with committee members. Elizabeth McGee said that the success of the FLP depends greatly on the work put in by the faculty members. This would be their fifth FLP in France, and each year, they have pounded the pavement to get students to enroll. They also work hard to keep costs down. Kate Davis pointed out that recently there have been few trips to Central America, which is an inexpensive location, perhaps due to lack of student interest. Having a program that is fairly sure to be offered helps to make it successful.

Karen O'Neill promised that while IPS does not currently have a database of the FLPs, it would be soon be ready, and she would share it when it is done. She pointed out that friends also influence students' choices about where to study abroad. Dolores Mena agreed that students are the best advertisement for an FLP that they have taken.

Karen O'Neill also wondered if the goal should be to enroll the largest number of students, or the most qualified students. Elizabeth McGee said that for her course, since students would be doing 6 units over a few weeks, she preferred them to have a GPA higher than 2.5. On the other hand, she admitted, studying abroad could be what lights the fire for a student, who would go on to achieve more as a result.

International Programs and Students Committee

Minutes for the meeting on **February 4, 2014**

Attending: Sage Hopkins, Chris Jochim, Karen O'Neill, Gabriel Rodriguez, Karthika Sasikumar (Chair), Soma Sen, Roula Svorou, Jing Zhang

Approval of the minutes of the December meeting: Minutes were approved (with a minor correction that S. Zlotolow retired in 2013 and not 2014)

CIES Dean search update: Karthika Sasikumar reported that she and Karen O'Neill were serving on the search committee for the new Dean of the College of International and Extended Studies (CIES). The timeline for announcing the appointment was compressed and was planned to dovetail with the end of the search for the Provost. The plan is to announce the name of the successful candidate at the end of the semester. She announced that all the candidates who went through the telephone interview selection round, and are invited to campus, will have a public forum where committee members would have a chance to ask questions.

Change of meeting times for the Spring semester: The committee considered the fact that some members' schedules had changed this semester. However, members could not find a time that worked for everybody's schedule. It was decided to revisit the meeting time scheduling issue in Fall 2014.

Update on IPSC personnel search, including Study Abroad Coordinator (Karen O'Neill): Karen O'Neill reported that Ruth Huard is now Interim Dean of CIES, as Andy Feinstein is now Interim Provost and Namrata Shukla is Interim Associate Dean of CIES. Neither of them has a background in international studies, and they have their old jobs as well. As a result, IPS requests are in the zone of 'no decisions.'

Alejandra Lizardo, the Immigration Advisor, has resigned but will be staying at the university in another position. Karen O'Neill mentioned that immigration advisors are subject to burnout, as they often have to convey bad news to impatient students. At SJSU we have a high number of OPT (Optional Practical Training) requests from students (in addition to the newly admitted students). They are eager to start working and get paid. OPT requests add immensely to the workload of the advisors.

At the moment, Louis Gecenok and Laura Covey are the only two immigration advisors. This should be viewed in the context of the fact that applications in Spring 2014 went up 80% from the previous Spring. 1000 non-Resident students were admitted this semester, most are international students, and 859 are graduate students. We are budgeted to have four advisors working under Louis Gecenok. The search for Advisors has been open for several weeks, and interviews are taking place of the finalists. Karen O'Neill has asked for permission to make up to three offers. The Study Abroad Coordinator search is still continuing, as both candidates who were offered the position declined. Now IPS has too few staff members to have a search committee. Karen O'Neill asked if one of the members would like to serve on the search committee for the Study Abroad Coordinator. It would involve a meeting with HR, and reading through applications. There were 187 applications last time but the criteria will be tightened in this round, so that the number is reduced. Finally, there will be one-hour interviews on the phone. The Position Description has been sent to HR and IPS is trying to constitute the committee.

Another problem that international students face at SJSU is lack of classes that will enable them to keep their student status as per immigration regulations. Some end up going to community colleges (SJSU

loses out on the tuition) and others sign up for non-essential classes to keep their status. Roula Svorou mentioned that she has sent her student to Berkeley to take a class he needs to graduate, but it is not fair to the students to recruit them and not offer classes. Karthika Sasikumar suggested that Karen O'Neill draft a note that explains to faculty members why it is important to give preference to international students, which could be sent out by the Provost. Karen O'Neill added that international students also enrich the classes they take. Soma Sen mentioned that her graduate program is very restricted in terms of how many students it can admit. In addition, faculty members are often unaware of the problems of the international students. The Dean's Office can give out permission numbers that work after the course cap is met. Roula Svorou asked how professors can identify international students. Karen O'Neill responded that the IPS office can give out a letter to that effect.

FLP process: 11 programs are in the pipeline for Summer 2014, and will be approved this week. Students will start registering in March. Of these, only 7 or 8 will get enough students. Karen O'Neill also mentioned the topic of grade conversion for courses that are taken abroad. This process is a lot of work for IPS, as units are transferred by Enrollment Services, then IPS sends the form to UGS, and then the new grades are posted on my.sjsu.edu. Some students graduate before they ever get the grades. A growing number of students challenge the conversion. In the past, the conversion was done by Student Assistants at IPS but they were very generous in doing the conversions. Consequently, Karen O'Neill changed that practice. Roula Svorou suggested that when graduate students apply from abroad, they are required to use a service that converts their transcripts. IPS may consider such a service for undergraduates. Karen O'Neill said that ideally, conversions would be done by professional evaluators in the Registrar's Office.

Karen O'Neill also mentioned that Chris Jochim and Kate Davis have been explaining to the administration for 30 years what is needed to sustain international programs, and she found files dating back to the 1980s with their suggestions.

Appointment by Academic Senate of a new ACIP rep (Chris Jochim): Chris Jochim mentioned that his term at the Academic Council on International Programs, which supervises the the 1-year International Programs operated by CSU, is ending in Spring 2014, as he will be FERPing. He served three years while most representatives serve six years. The representative of SJSU needs to be a full time professor. The commitment would be, at a minimum attending a meeting in Long Beach in the Fall or Spring, as well as a Northern California meeting. Each will be two days long.

Chris Jochim said that he was on the Faculty Affairs Committee which selects the Resident Directors—this committee has a pretty heavy workload. The Student Affairs Committee chooses students to go abroad, and has an even larger workload. Program Development and Program Review are some other committees. Historically programs have been Eurocentric, but ACIP is now trying to develop programs in Asia. These efforts are hindered by the lack of CSU funds. It is like a mini Academic Senate under the Chancellor's Office of International Programs. It provides a great opportunity to meet others at CSUs interested in global affairs. The Executive Committee of SJSU Senate makes the selection, but there is usually little competition.

If members are interested, they can respond to the joint announcement by the Academic Senate (Lynda Heiden) and the Interim Provost (Andy Feinstein). This will be circulated soon by email. Representatives are reimbursed for expenses, but receive no compensation. This work would count as even higher than 'service to the University' for RTP purposes.

International Programs and Students Committee

Minutes of the IPSC meeting on December 3, 2013

Attending: Karen O'Neill, Sage Hopkins, Soma Sen, Diana McDonald, David Bruck, Kate Davis, Robert Morales, Karthika Sasikumar (chair).

Karen O'Neill discussed personnel changes at IPS—Kei Imafuku was the Study Abroad Coordinator. His leaving was unforeseen. At present the position is not filled and will not be filled for a few months. At the time he was interviewed there was a second candidate. Karen will be petitioning HR to see if it would be considered a failed search since Kei was here for less than six months. If the petition is granted she will contact the second candidate.

One of the reasons Kei left is that was doing the work of 3 people and had no administrative support. He is the fifth person in the position in 2 years. So this is a systemic problem that needs to be addressed. One consequence of the frequent turnover is that there is no database and no continuity in addressing study abroad issues. In addition the Study Abroad Adviser position has been vacant since the summer.

Karen also shared that the new SharePoint process is slowing things down in approving study abroad courses. For example, the proposed program to Vietnam has been canceled since the vendor in Vietnam providing transportation did not have the insurance that SharePoint requires. At the moment there are 12 to 20 proposals under consideration for Faculty Led Programs (FLPs) for summer. The program to Costa Rica was delayed as the President was unavailable for signature. IPS are not taking any new proposals for FLP for Summer 2014.

Ruth Huard from Spartans Online has been named Interim Associate Dean to replace Steve Zlotolow who is retiring at the end of Fall 2014. IPS also has two positions open for Immigration International Student Advisers.

Kate Davis said that the idea of globalizing the campus should be more than rhetoric. She expressed concern that the SharePoint requirements will deter trips to Third World countries. FLPs are more appealing to students than other study abroad courses as they are for shorter time periods.

Karen O'Neill suggested that we should document the obstacles to programs due to SharePoint, and focus on educational outcomes rather than risk management.

Chris Jochim asked what action item could come out of this discussion. He suggested that the Committee should write a letter advocating that the university should be prioritizing international education by providing funding. The letter should be sent to the Provost and Vice-Provost. Karen O'Neill promised to send bullet points for the letter to the Chair,

who will then circulate the draft to all committee members. Karthika Sasikumar will then put suggestions together then re-circulate to members so they can all sign off..

Kate Davis pointed out that Global Studies students are required to go abroad as part of the major. Soma Sen suggested that Global Studies could write another letter in support.

Karen O'Neill suggested that SJSU develop a database where students wanting to go abroad can input their parameters and find suitable schools. Immigration advising is going well as Louis Gecenok has trained our staff well.

Chris Jochim pointed out that the number of area studies courses on campus is shrinking, as the minimum number of students enrolled for a course to be offered is rising. Only by having them included in Area V can you keep them on the books. Kate Davis concurred and said that it was getting harder to find courses for GS majors to take. There are a few new courses that are available (like Globalization) that are not area-specific that were not available when the major was initiated. Global Studies itself offers only a couple of dedicated courses. David Bruck said that we want to make sure that all courses whether having the GS designation or not incorporate a global perspective.

Karthika Sasikumar said that faculty would need incentives to document and incorporate global perspectives. Moreover, she pointed out the synergy between diversity of student body and faculty, and the structure of courses. Soma Sen said that in social work, they serve various communities of global origin, although they may not be providing as many international examples in courses. She suggested incorporating global perspectives into Student Learning Outcomes, to be evaluated at the Program level. Bruck supported this and suggested that each department should draw up guidelines for RTP that incorporate this perspective.

Karen O'Neill reported that she is working with J scholars to make the program more substantive and provide opportunities for them to make connections across campus. SJSU has 37 scholars this year and they come and go at different times. She called on members of the Committee to host them. Hosting would involve showing up at a reception and meeting with individual scholars.

Karen also revealed that she is considering making IPS a passport application collection depot to replace the Post Office. IPS would get \$50 per applicant for processing, plus \$15 if a photo is taken. Ideally it would be in a place like Student Services, with parking. On the one hand, it would be a service helpful for students; on the other, it would make undocumented residents very nervous.

International Programs and Students Committee

Minutes of the meeting on November 5, 2013

Present: Hyon Chu Yi- Baker, Steve Branz, Kate Davis, Sage Hopkins, Chris Jochim, Elizabeth McGee, Diana McDonald, Robert Morelos-Zaragoza, Karen O'Neill, Karthika Sasikumar, Roula Svorou

Karen O'Neill reminded the members about International Education Week, which was started by the US State Department after WW II. It is always at the same time across the country. She introduced the speaker for the Peter Lee Memorial Lecture, which would take place during that week. Other events include an international breakfast, turban wrapping, and teaching cricket. She encouraged members to visit the Study Abroad and Work Abroad fair. The grand finale is the international trivia quiz which is conducted by the residents of I-House.

She then talked about the change of leadership at the College of International and Extended Studies (CIES). Mark Novak is no longer the Dean, and the Deputy Provost will be Interim Dean. Steve Zlotolow is the Associate Dean and he will retire on Dec 16. It appears that the administration is looking to reorganize all the international programs, but there will be no strategic changes until a new Dean is hired.

The Study Abroad division of IPS has been renamed Education Abroad—in accordance with the sense in the field that the new nomenclature is more inclusive of the experiences of students going abroad. Similarly, the Faculty-Led Programs will be now known as Faculty-led Overseas Courses.

IPS now has a staff member responsible for Sponsored Students—these are at SJSU on government grants or scholarships such as the Fulbrights. In the past IPS had no dedicated staff member to respond to queries from sponsored students.

O'Neill also presented data about the international student enrollment at SJSU. The numbers are moving back up, after the cessation of Spring enrollment led to a dip from 2009 onwards

In Fall 2013, there are more than 750 undergraduates from other countries enrolled, and over 1200 graduate students, making for a total of 2024 students which is almost up to the high of Fall 2009 enrollment. 58% of the students are from India. China is the next on the list, but only 15% of SJSU international students come from China.

The most popular majors are (in order): software engineering (over 450 majors), mechanical engineering, computer engineering, computer science, and business accounting (approximately 25). Robert Morelos-Zaragoza, Professor in Engineering, said the department survives on graduate student enrollment from India.

As for education abroad, this Fall SJSU has incoming students from bilateral exchange programs (55), CSU International Programs (13) and ISEP (12). ISEP is a consortium of universities which allows students to go to many places. SJSU has decided to exit the consortium due to procedural issues—such as the requirement for students to pay 75% of the full year's tuition at the start of the year. Being in a consortium has also meant that we cannot develop relationships with the foreign universities. ISEP

provided I House with diversity and we will lose that. O'Neill circulated a list of partner universities and asked for members' input into filling the gaps.

64 SJSU students will be studying abroad. 95% freshmen say they want to study abroad but only 2% students do, according to national statistics.

The next issue that was taken up was course credit earned by SJSU students abroad. Steve Branz informed members that a conversion booklet is used by university administrators to determine credit. If students plan to request Area V courses substitution Branz is in charge, whereas the department gives credit for courses in the major. Unit conversions should be also known to the representative at the Study Abroad office of IPS.

On the housing issue, IPS will be reserving 100 rooms for international students in Campus Housing.

McGee suggested that there should be a system to notify faculty about incoming international students in their classes. Sasikumar suggested that this is especially important for online classes.

Chris Jochim reported on issues raised at the Long Beach conference on CSU international programs (CSU IPs). 600 students go from CSU on IPs. SJSU only sent 13 students this year, and should be sending more considering its size.

Programs that have low enrollment are in Australia, China, Ghana, Israel, Mexico and Italy. At the conference the issue of excess units was taken up. Students who go abroad and take more courses could lose financial aid due to being a high-unit senior. He asked whether there is a unit level at which SJSU stops giving financial aid. Steve Branz said that a student has ten years from the first time she gets aid to complete her course, but that very high-unit seniors would not be allowed to either change their majors or go abroad with aid. A Sense of the Senate resolution could be passed to prevent students from losing out for studying abroad. It was suggested that a representative from Financial Aid be invited to address the meeting in December or February.

International Programs and Students Committee

Minutes of the meeting on October 1, 2013

Present: Steve Branz, Sage Hopkins, Kei Imafuku, Christian Jochim, Elizabeth McGee, Dolores Mena, Karthika Sasikumar, Soma Sen, Jing Zhang

The committee met at 1 pm. The first issue that was taken up was faculty support and marketing for the Study Abroad Fair to be held in November. Kei Imafuku led the discussion. He pointed out that the new term Education Abroad—which is more encompassing—would likely replace Study Abroad. At SJSU a fair will be held as part of International Week on November 13. There will be tables with representatives from the Bilateral Exchange programs, Faculty Led Programs (FLPs), and International House. It will be held on the Smith Carlos lawn from 9 am to 3 pm. At each table they will try to include students from foreign countries studying at the university.

Imafuku asked for ideas to get the faculty involved. In the discussion the following ideas were proposed

1. having a listserv or website where all those interested in international events on campus across disciplines could find event information—this has been proposed in the past but would need an institutional home—perhaps IPS or Global Studies could be in charge?
2. having a passport where you could get stamps for every table you visit, and a prize for filling up the passport
3. giving students extra credit for attending the Fair—although this is unfair to students who cannot attend
4. forwarding information about the event to the Council of Chairs and to Pat Harris (Communications)

The next item taken up was the question of the international requirement in the International Business major in the Organization and Management department. Professor Zhang presented information she had gathered from the Business student advisement center. The requirement could be satisfied in four ways. They could take a course in a foreign language, take an exam to prove their foreign language proficiency, do an area studies minor, or go abroad.

The foreign language requirement is for two semesters of the language classes (up to 10 units), or a minor in a foreign language, or one academic year of study in a non-English speaking country.

The Area Studies minor coordinator is now Christian Jochim. He maintains a list of the courses that would satisfy the minor requirement (15 units). These are spread over several departments. However, it is now the case that students can take one of the tracks of IB

itself (management, finance, management information systems etc.) in lieu of the Area Studies Minor. In effect they get an IB certification without the need to take a single class with an international focus.

Zhang pointed out that students did not know that courses had to be approved before they left for the foreign university, or that full credit could be obtained for all courses taken abroad.

Soma Sen reported that CASA wanted to make going abroad a requirement and it would be useful to hear about the experience of IB. It appears that the new PhD program at the College of Education would also require taking an FLP. The committee members felt that they would like more information on this topic.

INTERNATIONAL PROGRAMS AND SERVICES COMMITTEE

Minutes of the meeting on Sep 3, 2013

Present: Steve Branz, Kate Davis, Kei Imafuku, Christian Jochim, Diana McDonald, Elizabeth McGee, Dolores Mena, Karen O'Neill, Karthika Sasikumar, Soma Sen, Roula Svorou, Jing Zhang.

The meeting began at 1 pm. The members revisited the issue of the timing of the meeting. While a couple of the members had difficulty in making the 1 pm meeting, it was agreed that the time should remain the same because it was convenient for the majority of the members.

Karen O'Neill made a presentation to the members about recent developments in IPS. She made the case that the infrastructure for international students at SJSU needed to be upgraded considering the increase in the numbers of students. This year there was a 38% increase in incoming international students. The greater number of international freshmen was a result of the efforts of the newly-hired international recruitment director. At the August orientation for international students there were a thousand students whereas 300 had been expected to attend. An international parent orientation was also organized.

There are 80 inbound exchange students at SJSU in Fall 2013 and Kei Imafuku has been appointed the Study Abroad Coordinator. The 60 visiting scholars are being served by Gail Lu. IPS is setting up a website for visiting scholars and the department that sponsors them. There is now a LinkedIn community for visiting scholars at SJSU.

Karen O'Neill reported that there were 80 outbound exchange students and 200 who are expected to go on Faculty-Led Programs (FLP). It is important to remember that the new procedures in place as a result of the Executive Orders from the CSU Chancellor's Office (Sharepoint) that regulate FLPs are cumbersome, and faculty must work well ahead to meet the requirements. She also mentioned efforts to support Fulbright applicants, including a workshop by Paul Young.

In order to support international students at SJSU and our students who are considering studying abroad, IPS helped revive the student organization Global Student Network. It is part of Student Involvement and Gail Lu is the Advisor. IPS has also created a Task Force of representatives all over campus to support international students.

One important issue that international students face is that of housing. Many did not meet the May 1 deadline for applications for on-campus housing, as they did not realize that the mandate for all freshmen to live on campus did not exempt them from applying for a spot. Additionally, the students living in the on-campus housing were given priority to re-apply for their spaces. As a result, many freshmen were left without a place to live, although they have now all found accommodation. IPS partnered with a rental agency and a furniture rental enterprise to help the students. IPS considers that to avoid this problem in the future, there should be some priority given to international students

(perhaps taking distance from San Jose as a criterion along with the date of application to the Housing Office. Elizabeth McGee suggested that the matter be taken up with the Instruction and Student Affairs Committee. Karthika Sasikumar promised that she would contact the Chair, Professor S. Frazier and report back to the Committee. Steve Branz pointed out that the mandate for freshmen was intended to help fill up the campus housing but that there are now too many applicants. He suggested that IPS inform the Housing office of the number of expected international admissions and have some spaces set aside for them.

Karen O'Neill also informed the members about the International Week which is declared annually by the United States Department of State. This year it will be held from November 11 to 15. There will be a Peter Lee Memorial Lecture as well as other activities such as Language Labs, an idea adapted from the University of Wisconsin where one can learn to pronounce names in Chinese, Indian and Vietnamese—enabling professors to call on students with those last names more easily. Karthika Sasikumar suggested pairing this with an activity like tea break so that faculty would be encouraged to participate.

Dolores Mena asked whether it was true that contact with international students before they were admitted was appropriate. One of the members answered that contact was permitted, however, the standard disclaimers should be added to every email so that students are not getting wrong impressions about their admission status etc.

Branz also added that he would like to encourage Study Abroad on the campus. It was agreed that this should be a task for the Committee for the year and will be added to the agenda for the next meeting. He cautioned that Study Abroad students should have courses approved before they go abroad so that they are sure about the number of units they are earning at a foreign university. He also stressed the need to make sure students will receive transcripts from that university in time to graduate.

Soma Sen asked about the statement of the Dean of the College of Applied Arts and Sciences regarding the requirement to have an international experience for all students in the college. Kate Davis reported that Global Studies also has a similar requirement. However, studying abroad was not the only way that students could fulfill the requirement. They could also work with an established international organization in the area. Members talked about the issues of costs and undocumented students who could not leave the country. It was decided that Professor Zhang of the College of Business, where the International Business program has a international experience requirement, would share some thoughts on the implementation. It was thought that the Committee could come up with a list of international experiences by polling departments.

The Committee then returned to the issue of advance registration for international undergraduate students. Karen O'Neill reported that she had submitted documentation to the Senate Committee on Student Success in support of priority registration. The request was denied but additional documentation was requested. She will take up the possibility of revision of the registration policy in a more restricted way to give priority only to the

first semester matriculates who are international students. In addition, IPS is working on EPT-ELM testing in the home country and an online pre-arrival orientation for international students.

The next issue of the review of Faculty-Led Study Abroad programs (FLPs) by the IPSC was presented by Kei Imafuku and Karen O'Neill. At the moment the process goes through IPS office after faculty propose FLPs. Other models at other universities include one where a committee does a peer review of the application to determine if it is an enhancement of the curriculum. The appropriateness of the location is considered. Right now the process is faculty-driven. If we collected the applications and the committee evaluated them using a checklist, there would be better review.

They emphasized that on the one hand, IPS could improve its procedures and on the other hand, departments had to step up to ensure the sustainability of the FLP. The department as a whole should be responsible for FLPs. Two faculty members, one a mentee, would go to the location so the program could continue in the absence of the original faculty member.

Elizabeth McGee suggested having workshops organized by IPS where faculty could share FLP experiences. Sasikumar said that since applications are due in October, review would happen in November. In September she would send out emails asking for volunteers to serve on the FLP Review Sub-Committee. The review would not evaluate individual proposals. The purpose would be to develop general criteria for FLPs.

Kei Imafuku pointed out that at the moment, there was no mandate that all international programs should be through IPS. However, Steve Branz showed that Executive Orders 1081 and 1082 (<http://www.calstate.edu/eo>) stated that any off-campus experience should be reported to Undergraduate Studies. The issue of so-called 'rogue' FLPs that take place without the knowledge of IPS came up. Members expressed concern about safety, reputation and insurance issues.