

UNIVERSITY COMMITTEE ON INTERNATIONAL EDUCATION Member Information 2013-14

<http://www.universityofcalifornia.edu/senate/committees/ucie/>

OVERVIEW

The University Committee on International Education (UCIE), pursuant to [Senate Bylaw 182](#), is charged with advising the President and pertinent agencies on international education program matters and policies. In addition, the committee reviews and oversees all academic aspects of the Education Abroad Program (EAP) and other international education programs including the authorization and supervision of all courses and curricula, and consults with the Universitywide Office of the Education Abroad Program (UCEAP) on the development of future programs. UCIE conducts reviews of new study centers and programs three years after from opening and reviews of all study centers and programs on a ten-year cycle. Committee members also represent the Academic Senate in the selection of Study Center Directors and maintain relations with the Council of Campus Directors.

The committee, which consists of up to fifteen members (including student members), includes an at-large committee Chair, a Vice Chair who also represents his or her campus, a representative from each of the other nine general campuses, and the Chair and Vice Chair of the Academic Senate as ex-officio members. Each campus representative serves a three-year term; about one-third (ideally) of the membership changes each year. The Chair of the Council of Campus Directors attends most meetings as a guest. In addition, UCIE includes one undergraduate student and one graduate student, each of whom are nominated by the University of California Students Association and serve as non-voting student representatives to the committee. See the attached 2013-14 roster for member contact information.

ROLE OF COMMITTEE MEMBERS

Committee members support the UCIE chair by taking an active part in meetings, carrying out routine and special tasks as assigned by the chair, and offering advice and information based on their experience and expertise. Committee members are liaisons between the systemwide and campus levels. They transmit pertinent information to their corresponding divisional committee, and in turn, provide UCIE with campus viewpoints on systemwide matters. Systemwide committees should view matters in the context of what is in the best interest of the University on a whole. The opinions expressed by individual members and their votes on committee decisions should be informed both by the deliberations of their own division and by discussions at the systemwide level.

Committee members who cannot attend a meeting are required to inform their local Senate office, who will work with the appropriate Senate body to find an alternate representative (see below). Committee members are encouraged to work with their divisional Senate office to identify a regular alternate at the beginning of their term to assure that their campus is consistently represented at meetings. Contact information for divisional Senate offices may be found at <http://www.universityofcalifornia.edu/senate/links.html>.

ROLE OF STUDENT REPRESENTATIVES

The UC Office of Student Affairs, in coordination with the campuses, provides opportunities for undergraduate and graduate students to participate in the deliberations of selected committees of the Academic Senate, in accordance with the [Senate Bylaw 128.E](#). Student representatives are appointed for a one-year term and attend meetings as non-voting participants.

ROLE OF UCOP/CAMPUS CONSULTANTS

UCIE relies on the expertise of numerous UCOP and campus consultants to provide, on request, institutional data, routine and complex trend analyses, and other relevant information essential to the committee's deliberations. The consultants receive agendas in advance and regularly attend meetings; they do not however attend executive sessions of the committee unless specifically invited.

COMMITTEE SUPPORT & INFRASTRUCTURE

The Senate enjoys the UCOP's IT support to properly conduct its business and utilizes iLinc (a desktop video conferencing system), an email listserv, the Senate website, and SharePoint:

iLinc is the Senate's web-based video conferencing service. The committee will hold at least one meeting by video conference (typically the January meeting if business permits). iLinc only requires a computer, access to the internet, and a webcam. The Senate uses ReadyTalk, UCOP's conference calling service, for the voice/sound component of these video conferences. Complete instructions will be sent prior to the first committee's video conference.

The **UCIE listserv** is an electronic mailing list frequently used to communicate with the entire committee including ex-officio members (Chair and Vice Chair of the Academic Council), student members, the committee analyst, and the Senate's Executive Director. Consultants are not on the listserv, which permits confidential conversations. Meeting agendas and other documents are usually distributed via the listserv by e-mail attachment. To post a new message to the UCIE listserv, send an e-mail with "UCIE-L@ucop.edu" entered in the address line. If you have any problems posting messages, please contact the committee analyst, Todd Giedt (todd.giedt@ucop.edu).

Senate Website

The [Senate's website](#) is the public face of the Senate and is an important resource for committee members, the divisional Senates, the administration, and the general public. The website includes information current and past leadership, the Academic Assembly (including meeting dates and recent Assembly actions), standing committees (each committee has its own page or subsite), Senate bylaws and regulations, issues under review, legislation, reports and recommendations, publications (the *Senate Source*), the Oliver Johnson Award, resources and guidelines, as well as important links and contact information. For analysts, the most important components of the website are their own committee pages, the bylaws and regulations, legislation, and the reports and recommendations. [UCIE's website](#) includes the membership roster, meeting dates (includes past approved minutes), the committee's reports and resources, and UCIE's bylaw. While the reports and resources page includes UCIE's Assembly-approved annual reports, it also includes documents, reports, and other white papers that have been approved by UCIE, but not necessarily by the Academic Council.

SharePoint

The Senate has adopted **SharePoint** as its intranet portal to facilitate its work, and is separate from its public website. SharePoint is a Microsoft product that provides a secure site Senate standing committees to better manage and track their work. SharePoint allows analysts to set up shared workspaces, called team sites, for groups and subgroups, with integrated access to documents, discussion boards and project management tools. Analysts can also create libraries of forms, documents, reports, graphic materials, financial data and other materials. SharePoint allows committee members and analysts to access important documents remotely. Each committee has its own subsite. While the Senate is not using SharePoint as an official archive or document management tool, it is being used to host working and completed documents, as well as tracking issues, projects, program reviews, etc.

SharePoint is a password-protected site, so confidentiality and security are assured. To log-onto SharePoint, you only need your regular campus intranet log-in and password. The first time that you log-onto SharePoint, please select your campus, and enter your campus log-on and password at the prompts. If you have any trouble accessing SharePoint, please let me know. The URL for Senate's SharePoint site is: <https://sp2010.ucop.edu/sites/senate/Pages/Default.aspx>. UCIE's SharePoint site is: <https://sp2010.ucop.edu/sites/senate/ucie/default.aspx>.

Each committee's site contains a number of commonly-used links, along with the standard document libraries (Agendas, Annual Reports, Committee Correspondence, Draft Documents, and Minutes), which run down the upper left-hand side. To view any of these libraries, just click on the hyperlink. Once inside the library (e.g., Agendas), just click on either the icon or the hyperlinked item (in blue) to view the

document (most will be in PDF format). You can either print the document out or save it to your hard drive. In addition to these standard libraries, your committee analyst may add other more specialized libraries (e.g., back-ground information on certain issues and/or historical information) as needed. Please see the short and concise SharePoint tutorial for more information.

MEETING SCHEDULE

UCIE has been approved for six meetings during the 2013-14 academic year. In lieu of and/or in addition to face-to-face meetings, iLinc video conferences and/or conference calls are also sometimes used. The meeting schedule for 2012-13 follows:

- Friday, October 25, 2013, 10:30 a.m. – 4:30 p.m.
- Friday, January 17, 2014, 10:30 a.m. – 4:30 p.m.
- Friday, March 21, 2014, 10 a.m. – 4 p.m.
- Friday, May 16, 2014, 10:30 a.m. – 4:30 p.m.

Meetings are usually scheduled on **Fridays** and are held at the UC Office of the President (UCOP) in [Oakland](#). Normally, meetings will begin at 10:30 a.m. and end by 4:30 p.m. ***Note that the March meeting will begin at 10 a.m. and end by 4 p.m. however.*** Specific meeting logistics and meeting agendas are distributed by e-mail at least one week in advance of the scheduled meeting date. UCOP is located at 1111 Franklin Street, Oakland, CA 94607; the Academic Senate office phone: 510-987-9143. For specific directions, please see: <http://www.ucop.edu/services/directions-franklin.html>.

Travelers are responsible for making their own travel arrangements. The Systemwide Academic Senate pays for travel expenses for Senate members attending Universitywide Academic Senate committee meetings. In most cases, the Senate is direct-billed for airfare, but Senate travelers will need to pay and be reimbursed for such expenses as cab fare, parking, and local transportation. In order to book air travel without having it billed to the traveler's personal credit card, travelers from every campus but Santa Barbara should use the customized Southwest Airlines SWABIZ service. For flights from airports not served by Southwest, travelers should call, email or submit a web request to UC Travel Center to request a booking. Normally, this service, which is more costly than SWABIZ, is approved only for travelers departing from or returning to Santa Barbara. For directions on how to use SWABIZ, please refer to the [Senate's booking travel procedures](#) (http://senate.universityofcalifornia.edu/resources/travelregs_2013-14_booking.pdf).

For those needing reimbursement for Senate travel (e.g., taxi fare, parking, BART tickets, etc.), please be aware that UC travel policy requires all travel reimbursement forms (TRFs) be submitted within 21 days after completing a Senate-approved business trip. Questions regarding travel reimbursement should be directed to the UCOP Business Resource Center, brctravelandent@ucop.edu. ***The Senate Office does not handle reimbursements for student representatives.*** Students claiming travel expenses should contact Eric Heng, Principal Analyst-Students Affairs, at eric.heng@ucop.edu. Please consult the [travel reimbursement procedures](#) (http://senate.universityofcalifornia.edu/resources/travelregs_2013-14_reimbursements.pdf). When you are ready to request your reimbursement, please use the Senate's [reimbursement form](#) (http://senate.universityofcalifornia.edu/resources/travel.reimbursement.form.ucop.senate_13-14.pdf).

Meetings are scheduled to accommodate one-day travel. Any overnight stay must be pre-approved by Senate Executive Director Martha Winnacker (martha.winnacker@ucop.edu)

ALTERNATES

If you cannot attend a meeting, please notify your campus senate office, especially your local Committee on Committees, through which an alternate will be appointed, as well as the UCIE Committee Analyst (todd.giedt@ucop.edu). You may suggest an appropriate alternate to your Senate office, but please note that you cannot informally "send someone" as a replacement.

UCIE ACTIVITIES

In addition to the committee's regular activities listed below, the [Academic Council](#) may request UCIE's assistance on various University issues that carry with it implications for international education. Occasionally the Council may present the committee with a specific charge that may entail more in-depth reporting and/or a more-compressed timeframe for completion than is usually called for.

- **Formal Reviews of EAP Programs** – All EAP programs are subject to regular review by a faculty ad-hoc committee, which is generally composed of three to four faculty members. Typically, UCIE selects three to four countries/programs to review each year. UCEAP conducts reviews of each country/region every ten years; new programs are reviewed after three years. In 2013-14, UCIE will be reviewing UCEAP programs in Japan, Mexico, and The Netherlands. UCIE selects one UCIE representative to serve on each of the review committees, and to make a short presentation later in the year (UCIE representative are selected at the October meeting or earlier if necessary). The timeline below chronicles the process which typically begins in one academic year and concludes the following academic year:

October – January:

One member from the review committee may go on a site visit, depending on the review and the resources available. While the UCIE representative does not generally go on the site-visit, he or she is asked provide input into it (e.g., questions, meetings, etc.).

January – March:

The ad-hoc committees typically meet during the winter in an all-day session held in Santa Barbara (this year in the fall as well); the review report is sent to the UCIE Chair and forwarded to UCEAP, which transmits the report to the campuses for public comment.

February – March:

- UCIE selects the three to four programs to be reviewed over the next academic year.
- UCEAP provides UCIE with a list of disciplines most relevant to the programs under review and a list of suggested faculty to serve on the review committees; UCIE members may also nominate faculty to serve on the review committees and play an active role in soliciting potential candidates from their respective campuses.

March – May:

- A UCIE subcommittee or individual UCIE member reviews and comments on the formal review committee's report as well as comments submitted by UCEAP and others (e.g., former directors or campus EAP staff.). The UCIE member or subcommittee drafts a short report (1-2 pages) and presents comments at the May meeting.
- **Selection of Study Center Directors** – UCEAP consults with UCIE over the appointment of study center directors; UCIE considers these appointments in executive session.
 - **Approval of New Programs/Program Closures or Suspensions** – UCEAP Director Jean-Xavier Guinard provides the committee with regular briefings on new programs and the potential suspension of any existing programs. UCIE is responsible for reviewing and approving all academic aspects of the programs, including the proposed partner university, institution, or organization and the nature and content of the curriculum. UCIE follows a two-meeting review procedure in which new program proposal are presented at a first meeting with the understanding that a final vote will be taken at the following meeting. This allows UCIE members to consult with their local CIEs and other faculty experts in the time between the two meetings.
 - **EAP Advisory Committees** – UCIE may be asked to approve nominations of faculty to Faculty Advisory Committees (FACs) for various programs, usually grouped by geographic region or

language. These committees are usually joint UCEAP-UCIE committees. A UCIE representative usually sits on each FAC; new appointments are made when members rotate off.

- **UCEAP Governance Committee** –The UCEAP Governing Committee is the oversight body for the Education Abroad Program, and is responsible for non-academic matters (operations, strategic planning, budget, etc.). Along with the University Committee on Planning and Budget (UCPB) and the University Committee on Educational Policy (UCEP), UCIE sends two representatives to attend the UCEAP Governance Committee meetings (3X per year). For 2013-14, UCIE Chair Rick Kern and Vice Chair Jeannette Money are representing UCIE on the UCEAP Governing Committee.
- **Annual Report** – Towards the end of the year (July/August), UCIE members will be asked to review and approve an annual report, which goes to the Academic Assembly in the fall for final approval.