University of Cincinnati
All-University Committee on International Affairs (IC)

Meeting Minutes
Monday, October 5, 2009

8:00 AM – 9:30 AM
6154 One Edwards

Present:
UC International Planning       Dan Ludwig
                               Brittney Huntley
                                Bob Lees
UC International Programs       Kurt Olausen, Co-Chair
                                Karen Ramos
                                Jill Reister
UC International Services      Ron Cushing, Co-Chair
  International Admissions     Jon Weller
                                Charles Schwartz
Arts & Sciences                 Collin Noronha
Business                        Larry Gales
Career Development             Jim Novak
CAS/CAT/IEW                    Marilyn Bossmann
CASP/A&S                       Dennis O’Neill
CCM                            Sara Danner Dukic
CECH                           Nelson Vincent
CoM                            Stewart Baxter
DAAP                           David Edelman
ELS                            Terri Laliberte
German/SWLC                    Katharina Gerstenberger
Graduate School                Bob Zierolf
GSGA                           Jim Bowen
International Affairs          Rohan Hemani
Law School                     Bert Lockwood
Nursing                        Lou Ann Emerson
Pharmacy                       Jeff Guo
PhD Student Biological Sciences Nadine Stecher
Professional Practice          Gayle Elliot
RWC                            Susan Sipple
Social Work                    Nancy Bostwick

I. Call To Order -               Kurt Olausen

II. Introductions -              All

III. Vice Provost Transition     Kurt Olausen

Mitch Leventhal left the University of Cincinnati effective September 11, 2009. The Provost has instructed Ron Cushing and Kurt Olausen to “keep the momentum” moving
forward until the new President comes on board, at which time a search for a new Vice Provost will be undertaken. In the interim, Ron and Kurt will divide up duties as follows:

Ron and Kurt will share responsibilities for the International Committee and the Ohio International Consortium.

Ron Cushing will be responsible for the following operations:

1) Direct oversight of Dan Ludwig and UCosmic issues.
2) Direct oversight of Marketing and Recruitment issues including collaboration with Jon Weller in International Admissions and oversight of our in-country representatives.
3) Serve on the following committees: Strategic Enrollment Management (SEM), Diversity Council, Export Controls Committee, and Travel Agency Committee.

Kurt Olausen will be responsible for the following operations:

1) Direct oversight of Marian Hughes and Business Operations.
2) Direct oversight of Mary Watkins and visiting delegations.
3) Direct oversight of Bob Lees and community engagement/corporate detective.
4) Direct oversight of Brittney Huntley (who will be moved to International Programs permanently).

IV. International enrollment

Ron Cushing

There are 1,921 International students enrolled for the Fall Quarter 2009. Of this total, 484 are undergraduates which represent an increase of more than 200 since fall 2007 and an increase of more than 100 from the 2008 enrollment. The international recruitment strategy to increase the number of international undergraduate students is beginning to show significant results.

V. Onboarding for International Workers

Ron Cushing

As of July 1, 2009, all onboarding documents (I-9 forms, etc.) for employment eligibility for international workers will be processed by UC International Services. A few issues have been identified early on in the transition that needs to be addressed.

First, the hiring department is required to get the new employee (students, faculty and staff) into the University’s New Hire Checklist on the HR system. UC International Services then verifies the employment documents and unlocks the payroll record so the worker can be hired. Hiring departments must have new international students into the New Hire Checklist by the date they arrive in the country to begin classes. Their employment eligibility documents are collected and processed at that time. This fall there were a large number of new students who did not appear on the New Hire Checklist
when they arrived. Students hired to work at UC after their arrivals are required to submit an electronic employment verification request with UC International Services. They should not be sent over to UC International Services directly.

Second, international staff will not be allowed to attend Monday HR orientation until they have been processed by UC International Services. Newly arriving staff are required to schedule a check-in with UC International Services prior to their arrival in the U.S. They are not permitted to simply walk in and request that their onboarding documents be collected.

**Affiliate ID Issues**

Larry Gales asked if International Services was aware of the changes in *affiliate ID processes*? - Visitors are not being given access to Blackboard, library services, etc, even though they have UC ID numbers. Ron Cushing indicated that when a department creates an ID in the affiliate system that the title must be “visiting scholar” and the category must be “special programs” or the individuals will not get the access they need. In addition, HR and General Counsel want all international visitors to be entered into the UCFLEX system, even if they are not being paid, and are encouraging sponsoring departments not to use the affiliate ID process to get a UC ID number.

**Orientation issues**

Larry Gales also asked if Winter Quarter orientation for new students was scheduled for December 30th. He was concerned about requiring students to arrive before the new year. Ron Cushing indicated that Winter Quarter starts on Monday, January 4th. The University is closed Friday, January 1st and offices aren’t open on Saturday January 2nd or Sunday January 3rd. Many staff take off on December 31st so the December 30th was the most appropriate day for check-in/orientation.

**Insurance issues**

Larry Gales also asked about the student health insurance requirement. College of Business exchange students are required to purchase health insurance at their home institution and are also required to purchase UC student health insurance. Ron Cushing explained that the University policy will not allow for a waiver of the UC student health insurance policy unless the insurance presented by the student is equal to or greater than the UC policy AND that the insurance carrier is based in the U.S. This policy was adopted many years ago because the University was unable to collect payment for large medical bills from foreign providers and there is no legal recourse UC can take against a foreign company.
VI. QUIP Peer Review

Kurt Olausen

UC International Programs has received, and responded to, the report from the Forum on Education Abroad peer reviewers. A copy of the narrative report was distributed to committee members. Overall, UC was given a good review, highlighting a number of strengths. We are meeting many of the Forum’s Standards of Good Practice, and are working consistently toward meeting all of them. There are 76 individual recommendations identified in the report that would serve to make our processes and services better. UC International Programs, with the assistance of members of both the International Committee and International Programs Subcommittee, will begin working on those 76 recommendations this year.

Dennis O’Neill asked a question about the separation of administration versus academic in this peer review. He feels that academic issues are under the purview of the faculty. Within Asian Studies, his preference is for the faculty to talk to students at the point they are choosing a study abroad program. Students would identify a program, talk to Asian Studies faculty members first and they will communicate with his college office about requirements, credits, and how the experience will be compatible with the requirements for students’ degrees. Kurt Olausen responded that International Programs, as an academic unit, is not seeking to take on that role as staff members do not have the expertise to determine course equivalencies and applicability for every program on campus. Staff members work closely with individual departments and faculty members, along with advisors and associate deans, to ensure that the process is as smooth as possible for participants. The process must be a partnership for it to work well. The report focuses on the operations of UC International Programs, including the academic focus of education abroad programs at UC.

VII. Subcommittee Reports

International Services Subcommittee

Ron Cushing

The International Services Subcommittee had two goals for fall 2009 arrivals; centrally coordinated airport pickup and coordinated orientation information. This year new students were given the opportunity to be picked up at the airport using University nightwalk vans. UC International Services provided the volunteers, student government provided the vans, and the Graduate Student and Governance Association provided $1,500 in funding for gas, etc. One of the two nightwalk vans broke down the first day so transportation had to be supplemented with vans from transportation services. Overall it was a good first effort but the committee will need to get the key players back together to discuss moving the program forward. Fifteen passenger vans are needed to do this.

This year we also tried to centralize the orientation of all students. Upon arrival, students were given information about where they needed to be and when, no matter what
department they were in. This included information about health screenings, required orientations, special events, etc. This process is driven through UC International Services’ I-office database. It was a good first step. For next year, several improvements need to be made. Not every graduate program told us when their departmental orientation was. We will work with The Graduate School to get full participation. We also need to build the oral English proficiency language testing needs into the orientation by Scheduling students for health

VIII. International Programs Sub-committee            Kurt Olausen

This subcommittee has not met this academic year.

IX. Marketing and Recruiting Sub-Committee         Jon Weller

Enrollment numbers are strong (484 undergraduates). UC’s recruiter in Beijing, Jane Wang, is working hard to place undergraduates at the university. Jane placed 20 students at UC this year. Last year, it was 8. This system has worked very well. The same process will be implemented in India.

This fall two new arrival programs were developed for new undergraduate students. The first was a Target shopping trip. The second was a scavenger hunt around the city using Metro buses. The day ended with an event at the Cincinnati Zoo. There is room for improvement on both programs.

Virtual tours of campus have been developed that are undergraduate focused and translated into about 14 different languages, 8 of which are already available on the Admissions website. We are currently working on Russian and Vietnamese.

X. Regional Campus Sub-Committee            Vicki Hammer (email report)

Regional campus subcommittee has not met and will not meet until the completion of collegiate restructuring. Jon Weller and Ron Cushing both expressed the need to be included on this subcommittee to discuss admission issues.

XI. ELS Language Center            Teri Laliberte

ELS is celebrating its one year anniversary. The program began in September 2008 with 18 students. Current enrollment is 125 and will likely reach 150 next session. The Cincinnati Center is now the 3rd largest ELS Center in the country. ELS students are transitioning into UC degree programs in two ways: by completing ELS Level 112, or by obtaining an appropriate TOEFL or IELTS score. Also, several students are taking one or two courses at UC while enrolled in the ELS curriculum. This typically happens with graduate students who are sponsored by their home governments. They are required to take a University course to maintain their government scholarship.
ELS now offers TOEFL preparation and testing services. The TOEFL exam is offered three times per month at ELS. ELS would prefer that their students complete level 112 because taking the TOEFL doesn’t provide the student with the same type of preparation as a student who completes the ELS program, which includes the preparation of an academic research paper.

ELS has outgrown the space in Edwards. They cannot have more than 15 students in a class. ELS has been given space in the old faculty club. Next year they will be given space in Sander Hall.

ELS has been given a small number of rooms in campus housing. Housing Services has designated a dorm for ELS Students. Currently 8 students are living in UC residences.

UC has joined ELS’ American Education Centers. Currently there are centers in China, Turkey, and Vietnam.

International Admissions sends a staff member (Angel Elvin) to meet with ELS Students every Wednesday. UC International Services will start meeting quarterly with students who are planning to transfer in to UC.

XII. New Business

Bob Lees

Bob’s position with UC International involves work with Corporate Engagement and UCosmic. He works to establish direct contact with hundreds of local companies who have international operations. A lot of collaborative work is done with the Cincinnati Chamber of Commerce and several other international organizations and groups located in Cincinnati. He is also responsible for populating UCosmic’s corporate detective database with business contacts.

UC International submitted a mission statement to the marketing staff at the Foundation. One project is a proposed international village as a place to house international students and serve as the center for all things international at UC. With the Foundation, Bob is also developing a list of prospective donor candidates for international activities.

UC International is also working on establishing good cooperation with our international alumni. We have some enthusiastic alumni that we need to build relationships with. We are going to establish international alumni clubs, not chapters, as they have as few as 25 members. These individuals are underused assets who want to be involved.

Last week we hosted a visiting delegation from Indonesia who met with the Provost and Vice President to discuss potential collaborations, particularly with the Colleges of Nursing and Allied Health Services.