

**Committee on International Programs
Talley Student Union, Room 5101 1:00-2:30pm**

Members Present: David Aspnes, Michael Bustle, Maria Correa, Michael Garval, Percy Hooper, Michael Hyman, Fikret Isik, Elizabeth James, Martin King, Anna Lamm, Trevor Little, Ashle Page, Amanda Pruitt, Robert Sandruck, Ingrid Schmidt, Rudi Seracino (Chair), Megan Winzeler

Members Absent: Marina Bykova, Mike Giancola, John Lee, Bailian Li, Ellen Milroy, Kailash Misra, David Shafer

- I. Welcome (Rudi Seracino)
 - Introduction of members and colleges they represent. Reminder that a photo roster was emailed to all members with the August minutes.

- II. Announcements (All)
 - When2Meet survey for Spring 2016 availability - please complete the survey as soon as possible so we can schedule meetings.
 - GlobalEyes - contribute content to Megan and continue to distribute the newsletter to colleagues.
 - Study Abroad Fair - next Friday, September 25th in Talley from 10am-3pm
 - Study Abroad Scholarship Process - streamlined to three cycles throughout the year.
 - In lieu of recommendation letters, the College of Humanities and Social Sciences is requiring all applicants for its study abroad scholarships to have a meeting with a faculty member. Ingrid sought feedback asking whether such meetings with mentoring faculty should be required for all study abroad applications. The result was that faculty are supportive of the idea, but it's not necessary to require because many units are already doing it, and shape the process according to their unique needs.

- III. Brief report from IOC meeting (Rudi Seracino)
 - International Operations Council: A new Hub in East Africa, centralized at Makerere University including surrounding organizations and countries, is being established. A delegation of representatives from NC State is in Uganda this week to develop partnerships. A new seed funding program for engagement in East Africa will be launched this year.

- IV. Summary of previous Internationalization Seed Grants awarded (Rudi Seracino)
 - Brief summary of previously awarded grants: \$146,889.40 awarded since 2011 for a total of 32 projects. Seed grants awarded by college is fairly uniform over

the past 5 funding cycles, but this is not in proportion to the relative number of faculty/students in the respective college.

- Will allocate time at the next meeting to discuss types of activities that were funded. Only 13 out of 20 final reports have been received out of the projects with due (or past due) report submission deadlines.
- Requests for reports will be modified. Suggestions:
 1. Create online form for awardees to submit information on their activities.
 2. If awardees do not submit reports, they should not be allowed to receive future funding.
- Useful to know success rates by college. How many proposals were submitted from each college/department but did NOT receive funding? Megan will compile that data before the next meeting.

V. Review of 2016 Request for Proposals for Internationalization Seed Grants (Rudi Seracino)

- The RFP was discussed in order to have it finalized before the October meeting.
- Committee voted to move deadline for proposal submission up to mid-December for the committee to have adequate time to review the proposals. Awards subcommittee can do initial vetting in December for full committee review to begin in January, allowing more time for the review process.
- New this year, the Study Abroad Office will participate in an initial review of all proposals to ensure that proposals containing study abroad elements have the appropriate endorsements and are aligning with university goals for student mobility.
- Review of RFP:
 1. Cover Page - Process for requiring signatures before submitting proposals was discussed. The form currently requires signature from "Department Head or Dean, as appropriate." May want to reword this to specify when a Dean's signature would be appropriate, but in general, the committee agrees to keep the signature approval line.
 2. Objectives - Suggestion to add phrase about aligning with college/department's internationalization strategy if that will be a priority to selecting proposals for funding.
 3. Guideline Item #2 - align with any changes made on the signature cover page.
 4. Guideline Item #4 -
 - a) remove "preferably," and edit to reflect more direct language about support meaning financial/in-kind as well as supporting the initiative
 - b) Question about third party terminology - remove that term and update to "domestic and/or international partner." Committee agrees that everyone involved needs to show support via a letter submitted with the proposal.

5. Guideline Item #5 -
 - a) presentation at the Global Engagement Expo is mentioned in the RFP but nothing about a report or reporting guidelines are mentioned. Recipients receive a "Guidelines to Winners" document that outlines reporting requirements. Merge the guidelines so they are explicitly mentioned on the RFP.
 - b) Suggestion to add assessment on the side of the partner institution to see how they have benefited.
 - c) Outline specific guidelines for the report to generate consistency of data. Examples include specifying length at one page, asking for specific information about activities, outcomes, etc..
 - d) Continue to invite recipients to the Expo.
 - e) Ideas to submit article to GlobalEyes or create a website for projects that could be linked in the newsletter.
 - f) Ingrid to send Megan Outreach & Engagement guidelines.
 - g) Add, "failure to deliver report will result in XXX."
6. Evaluation Criteria -
 - a) Question about adding strategic priorities vs. creating new programs and whether those are mutually exclusive. Could be new and strategic at the same time.
 - b) Add reports to the websites, make clear that they will be posted online.
 - c) Question about sustainability - evaluating based on evidence of "long term sustainability" is unclear. Suggestions to change to "long term collaboration" or long term "outcomes" instead of long term "sustainability" or say "evidence of how long term projects can be sustained beyond the grant period."
 - A revised version of the RFP will be sent to everyone. If necessary, we can take time at the October meeting to finalize remaining details. An October announcement still allows for two months until the submission deadline.

VI. Review of 2015-2016 CIP subcommittee membership and objectives (Rudi Seracino)

[Link to subcommittees, goals, co-chairs and members.](#)

- Membership on subcommittees was finalized and confirmed including co-chairs.
- Outcomes are due at the December 8th meeting.
- Subcommittees will switch roles in the spring for members to focus on the other goals and meet goals for each college.
- Co-chairs for subcommittees were strategic in that one member is returning and has historical knowledge of past efforts paired with a new member who can continue efforts in the future.
- Michael - suggested a presentation from Jose Cisneros in CALS regarding their website documenting faculty global research in that college.

VII. CIP subcommittee breakout time (All)

- Organize subcommittee meetings prior to October CIP meeting.
- Review and revise (if necessary) subcommittee objectives.

Meeting adjourned at 2:30pm.

Fall 2015 CIP meeting schedule:

All meetings are on Tuesdays in 5101 Talley - Executive Boardroom, 1:00-2:30pm.

8/25

9/15

10/13

11/17

12/08