

**Standing Committee on International Programs  
 Meeting Minutes**

September 21, 2017

**I. Call to order**

Michael Garval called to order the regular meeting of the Standing Committee on International Programs at 2:00pm on September 21, 2017 at Witherspoon Student Center, Room 201.

**II. Roll call (✓ indicates present)**

1. Garval, Michael	✓	2. Rodriguez, Claudia	
3. Evans, Michael	✓	4. Kaiprath Veettil, Sujith	✓
5. McCreery, John		6. Litvinova, Valeriia	✓
7. Thakur, Siddhartha	✓	8. Bustle, Michael (XO)	
9. Dunning, Rebecca		10. James, Elizabeth (XO)	
11. Armstrong, Helen		12. Schmidt, Ingrid (XO)	✓
13. King, Martin W.	✓	14. Lamma, Anna (XO)	
15. Aspens, David	✓	16. Li, Bailian (XONV)	✓
17. Isik, Fikret	✓	18. Lynch, Lian (XONV)	✓
19. Cao, Linyou		20. Li, Lingjuan	✓
21. Bykova, Marina	✓	22. Istook, Cynthia	
23. Chatterjee, Kony	✓		

Also present: Chantell LaPan, David Hawley

A quorum was present, with 12 of the 21 voting members present, and the meeting could conduct business.

**III. Approval of minutes from last meeting**

Michael Garval approved the minutes from the last meeting, held on August 31, 2017 from 2:00pm – 3:30pm.

**IV. Discussion Items**

- 1) **Tanner Purvis**, NC State Senior presented his experience with **Student Global Engagement**. It was suggested that 1-2 credits can be given towards a major by incorporating a course on cultural adaption,

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cultural development and dealing with culture shock. Also mentioned Study Abroad Office, with Pack Abroad Ambassador who could give presentations about what studying abroad is like.

**2) Internationalization Seed Grant, review of RFP**

- i. Committee discussed whether the amount should be increased, however it was determined that \$5000 is enough money to give as seed money for facilitating a start in a particular research field.
- ii. Last year's RFP was reviewed and changes were suggested to the text –
  - a. In the PROPOSAL EVALUATION section the phrase “..recommends proposals based on merit and rank to the Office...” should be reevaluated because the word “rank” might make it seem like certain members cannot apply to the grant.
  - b. In the EVALUATION CRITERIA in the **Sustainability** section, the sentence could be changed to “Proposals must demonstrate the future scope and impact of the programs/projects beyond the grant period.” instead of “...how programs/projects will be sustained...”
  - c. Committee discussed the point distribution for the PROPOSAL EVALUATION criteria and agreed that the point distributions for Feasibility and Sustainability were fair at 25 points each, once changes from (b) [refer above] have been made.
- iii. Committee still has to reach a conclusion on the proposal timeline, about when it should be announced, when the deadline should be, as well as when the awards will be announced.

**3) CIP and the Open Meeting Laws** were discussed, with conclusions made that it is important to reach quorum and members who are regularly absent should be contacted, so that in case they cannot commit to the meeting dates and times, someone else who is awaiting membership can replace them. It was also noted that as the Spring semester starts in January 2018, the schedules of busy members may change and they may be able to attend future meetings. Committee unsure about whether 11 out of 21 voting members or 10 out of 21 voting members are required to form quorum.

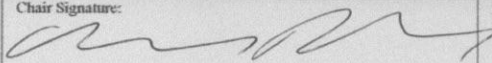
**4) Kony Chatterjee** nominated by Martin W. King as Secretary for Committee on International Programs and approved by Committee's majority vote.

**V. Adjournment**

Michael Garval adjourned the meeting at 3:30pm.

Minutes submitted by: Kony Chatterjee

**CHAIR SIGNATURE**

Chair Name (print): Michael D. Garval	Chair Signature: 	Date: 10/12/17
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