

University Committee on International Affairs (UCIA)

October 24, 2024

526 Princes Fork Road/Zoom

Minutes

Attendance: Tom Archibald (Presiding), Jessica Folkart, Farida Jalalzai, Elsie Paredes, Nicole Sanderlin, Jeffrey Van Doren

Zoom Attendance: Brian Bond, Robert Emmett, Charles Lowery, Jamie McGrath, Kim McKinnie, Mallory Miller, Jennifer Nardine, Lauren Oliver, Courtney Powell, Cassidy Rist, Lauren Surface, John Talerico, Jen Tkacz

Guests: Amanda Broome, Kathy Hager, Khaled Hassouna, Rich Mathieson, Susan Short

Tom Archibald welcomed the group and called the meeting to order at 10:03 a.m. Visual attendance was taken; quorum was established. Tom A. asked for self-introductions.

1. **Agenda Approval:** Tom A. asked for a motion to approve the agenda; motion was made and seconded; there were no edits and no opposition to the agenda as presented; the agenda was approved.
2. **Announcement of Approval of Minutes, September 23, 2024:** The minutes from the September 23, 2024 meeting had been previously distributed electronically, and were approved electronically (**ATTACHMENT A**).
3. **Nominations for Vice Chair for UCIA:** Tom A. asked if there were volunteers for the Vice Chair position, there were no volunteers. He described the position descriptions for both the Vice Chair and Chair have been sent out (**ATTACHMENT B**). The Vice Chair no longer has the responsibility of the Alumni Awards. Members are invited to contact Tom A.; if there are no volunteers, someone will be appointed.
4. **Updates:**
 - a. **International Education Week:** Amanda Broome gave an update on the International Education Week (IEW) sub-committee; the list of events for November 11-16 is contained on the website: <https://www.outreach.vt.edu/iew.html>. Check back frequently for the latest information. Highlights include the *Forum on Education Abroad Workshop: Standards of Good Practices and SDGs* on November 12; Fulbright Workshop for Faculty and for Students on November 13; Keynote Speaker, Mary Maker, refugee education activist on November 14; and Film Screening of *The Old Oak* at the Lyric on November 16.
 - b. **Internationalization at Home Working Group Update:** Rich Mathieson indicated the group met last week and discussed the incorporation of comments from UCIA and COIA into the badge program and to include Foreign Languages into the curriculum and experiential learning; Captain McGrath also indicated setting up a prototype in the spring with select students.
 - c. **Global Website Update:** Amanda also updated the group indicating there were not a lot of big changes from last time, but the committee is moving along with updates. She encouraged the group to give updates to her. The website is: <https://global.vt.edu>.
5. **Member Announcements/Comments:** Jeff Van Doren brought up the new Memorandum of Understanding (MOU) database that the committee is working on. Kimberly Rhodes offered that there was more testing, templates, instructions and training materials that need to be developed before users can submit through the approval system. There will be a small pilot group that will be identified to work through some testing and work out some challenges as well as address any questions. There is a new MOU template (**ATTACHMENT C**) that is required to be used for all MOU requests as of July 1, 2024 and should accompany all new agreements going forward. The Virginia Tech community should continue to submit MOUs and supplemental documents through the current system. Rob Emmett indicated that it would be helpful if there was an announcement on the MOU database notifying users of the new platform; Kimberly R. thanked Rob for the suggestion and indicated there would be verbiage once all the pieces are in place. Nicole Sanderlin asked if the database would be open to all in the Virginia Tech

community; Kimberly R. indicated yes. There was concern regarding faculty members submitting documents into the system without having a discussion with the Dean; Kimberly R. indicated that the first step is approval by the Dean's office. Therefore, if someone does submit something and the Dean does not approve, the document will be stopped early on in the process (*additionally, this is an item addressed in the instructions attached*). A comment was also made regarding the ability to search previous documents; that ability will still be in place.

Amanda reminded the group to subscribe to the Global Newsletter. Lauren Oliver asked if there were language resources available; where Rosetta Stone and LCI's free classes are no longer available. Jennifer Nardine indicated that the Rosetta Stone negotiations are in limbo due to the Diversity, Equity and Inclusion functionality that Rosetta Stone is not interested in changing. This change would have to have someone available 24/7 in order to accommodate needs. The University Library has CDs for English as a Second Language called Pimsleur (https://guides.lib.vt.edu/LangRes/rec_res); the public library has access to the subscription to Mango. Elsie Paredes mentioned that LCI does not currently have anything; but it could be a possibility for the future. The suggestion was made for the Volunteers of the New River Valley and the Welcome Center at the "Y". There are some partnerships with the school systems; as well as some classes coordinated by churches and held at the public library. There are some challenges finding teachers as well as providing child care during these classes. Suggestions were also made for the Literacy Volunteers and Extension provides some programs but it is not clear if linguistics is included. Lauren Surface shared the link to some slides that address literacy assistance for spouses/dependents:

https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/gssso/Spouses_Partners_Children.pdf.

Susan Short announced the Engagement Leadership Consortium will be held at the Hotel Roanoke and Conference Center October 6-9, 2025. Additionally, work is being done to complete the Carnegie Classification process; with the goal to have narratives by early January. COIA and UCIA members may be asked to serve as reviewers for this process. Susan asked to be added to the Agenda for either December or January to present on the re-classification. The video welcoming attendees was presented: <https://engagementscholarship.org/meetings/esc-2025>.

6. **Announcement of Next Meeting:** Tom A. thanked the members and announced the next meeting, November 18, 2024 (10:00 a.m. Blacksburg/3:00 p.m. Switzerland) and encouraged members to attend in person. **PLEASE NOTE:** This meeting will be both an in-person and Zoom (hybrid) meeting; for those that are local, please join us at 526 Prices Fork Road, Large Conference Room.
7. **Adjournment:** There being no further business and no objections, a motion to adjourn was made; all were in favor the meeting adjourned at 10:47 a.m.

PROPOSED MEETING DATES FOR 2024-2025

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|--|--|
| ➤ November 18, 2024 (3 rd Monday) | ➤ March 24, 2025 (3:00-4:00 p.m. Swiss*) |
| ➤ NO DECEMBER MEETING | ➤ April 28, 2025 |
| ➤ January 27, 2025 | ➤ NO MAY MEETING |
| ➤ February 24, 2025 | |

Respectfully submitted

Kimberly Rhodes, Recording Secretary

University Committee on International Affairs (UCIA)

September 23, 2024

526 Prices Fork Road/Zoom

Minutes

ATTACHMENT A

Attendance: Tom Archibald (Presiding), Rachel Fitzgerald, Jessica Folkart, Guru Ghosh, Farida Jalalzai, Theresa Johansson, John Talerico

Zoom Attendance: Jennifer Clevenger, Jamie McGrath, Kim McKinnie, Jennifer Nardine, Lauren Oliver, Courtney Powell, Cassidy Rist, Nicole Sanderlin, Pamela Smart-Smith, Sara Steinert Borella, Lauren Surface, Jen Tkacz

Guests: Amanda Broome, Kathy Hager, Rich Mathieson, Susan Short

Tom Archibald welcomed the group and called the meeting to order at 10:02 a.m. Visual attendance was taken; quorum was established. Tom A. asked for self-introductions.

1. **Agenda Approval:** Tom A. asked for a motion to approve the agenda; motion was made and seconded; there were no edits and no opposition to the agenda as presented; the agenda was approved.
2. **Announcement of Approval of Minutes, April 22, 2024:** The minutes from the April 22, 2024 meeting had been previously distributed electronically, and were approved electronically (**ATTACHMENT A**).
3. **Nominations for Vice Chair for UCIA:** Tom A. addressed the members to seek nominations for the Vice Chair for UCIA. He indicated that position descriptions for both the Vice Chair and Chair have been sent out (**ATTACHMENT B**). The Vice Chair no longer has the responsibility of the Alumni Awards, as two out of the three awards went away and the research award was folded into other University Research awards. The main duty of the Vice Chair will be to lead UCIA meetings when the Chair is unable and attend the Commission on Outreach and International Affairs (COIA) and Engagement Leadership Council (ELC) meetings when the Chair is unable. Additionally, the Vice Chair becomes the Chair for next year. Members are invited to contact Tom A. and Kimberly Rhodes off line if there are questions. The hope is to have a Vice Chair named at the next UCIA meeting.
4. **Agenda/Approach for 2024-2025:** Tom A. indicated that all members should have received the meeting dates for this year along with the calendar meeting invitations. He is open to ideas for meeting discussions beyond updates and to get the best use of our time together. Suggested topics could include: to continue increasing student participation in Study Abroad; increase student enrollment; celebrate student experiences; celebrate grass roots opportunities; global research; global distinction; international research and global research agenda. Tom A. also encouraged in-person attendance at the meetings. Suggestions included members recommending guest speakers; perhaps the new Dean for the College of Agriculture and Life Sciences; the new Dean for Architecture, Arts and Design. Lauren Oliver volunteered to give a presentation on updates to the Cranwell Center and speak about their new team; the suggestion was made for the October 28, 2024 meeting. Suggestions also included Jill Sible to speak on the Academy for Experiential Learning; as well as having an update on the policy for global travel for one of the spring meetings.
5. **Updates:**
 - a. **International Education Week:** Rachel Fitzgerald thanked the Cranwell Center and Rob Emmett for their work with International Education week. She indicated there was a robust steering committee that has been planning over the summer to provide various opportunities to engage in International Education week. Some of the highlights included introducing the theme of Global Dialogues: Connecting Across Cultural Differences; sustainability and intercultural understanding; promoting alignment with the UN's Sustainable Development Goals (SDG); bringing international programs to those that are unable to travel abroad. Rachel gave a shout out to Amanda Broome for marketing and getting stories together to highlight activities. Theresa Johansson gave a shoutout to Rachel for her work in this steering committee.

- Discussion also included the event occurring right after elections, and the sensitivity in connecting with the community across all cultures. Ginny Ford in the Global Education Office (GEO) is lead on the planning of a Hokie Cultural Crawl to visit venues across campus that have international activity and ending up at the library for the final activity. The suggestion was made for members to ask leadership in their areas if they are able to assist with funding. There is a fund set up where payments can be made through an ISR in HokieMart; Rachel is to get the information to Kim R. There were a couple of representatives in the room that offered resources from their areas. The website that is currently in production and is being updated has a variety of activities in production: <https://www.outreach.vt.edu/iew.html>. Check back frequently for the latest information.
- b. Internationalization at Home Working Group Update:** Rachel provided an update of the Global Learning badge. She made a presentation to COIA last week and received broad support. Initial feedback from the COIA meeting included language requirements and convening a robust course list. She will follow up with COIA; as well as meeting with the Student Affairs team. The working group invites new members that are interested in joining; there are badge advisory groups and the hope is to have a pilot program in the spring to approach digital badges. Guru Ghosh asked if the program was co-curricular; and discussion included foreign language courses didn't need to be required. Lauren Oliver indicated credit bearing can be difficult with the current PIBB model and having students graduate within the four (4) year time frame. The questions regarding the background of the discussion at COIA; explanations included members of COIA asking that language be a requirement as not many students are signing up for foreign languages once they get to the college level. If the program is co-curricular, the language requirement would need to be re-addressed. Rachel indicated the levels are the badges are three-part: Awareness, Activity and Engagement; in which some students may be able to convert to earning a minor.
 - c. Global Website Update:** Amanda Broome updated the group regarding the global website in which a landing page with everything global can reside including travel abroad and international activity. The site in production is <https://global.vt.edu>. John Talerico added that the International Best Practices working group had discussions of what needed to get through the travel process. There are several groups that have come together in partnership revising policies and finding paths through Study Abroad and what Virginia Tech is doing; bringing resources together in one place and show partnerships around the globe. The hope is to launch to the campus very soon; feedback and discussions are welcome.
- 6. Member Announcements/Comments:** Farida Jalalzai discussed the announcement that Kim Rhodes sent out regarding Speak up for Ukraine; as well as additional events-see below and attached **(ATTACHMENT C)**.

Speak Up for Ukraine

Faculty Conversation Program

Wednesdays from 12:00pm-1:00 pm

9/28/2024-11/6/2024

There is still time to sign up for this new online faculty conversation program with VT faculty and faculty from Polissia National University. A wide array of participation options are available. For example, you could offer a short formal research presentation (5-10 minutes) or just engage in academic and casual conversation. Sessions will begin with a couple of short presentations and then faculty will go into different break out rooms based on their discussion interests. You do not have to attend every week and can sign up for sessions based on availability. More details are outlined on the [sign up form](#).

Contact: bondarchnat@ukr.net or komelski@vt.edu.

Painting Exhibit "Ode from Oman": Student Painting from VT Arabic Abroad: Oman, Summer 2024

Viewable from 9/19/2024 – 3/ 28/ 2025

This exhibit showcases the paintings of Anna Caesar who, while in Oman studying Arabic and immersing herself in the Arabic culture, reflected on her experience through painting. These paintings depict Oman and the study abroad experience in a very personal and unique light.

Newman Library, First Floor

Free

Sponsors: Course Exhibit Initiative, VT University Libraries, and the VT Arabic Program

Contact: Ragheda Nassereddine, ragheda5@vt.edu

Women in Afghanistan: Three Years Later

Wednesday, October 2, 1:00 p.m.

Zoom Webinar

The Taliban's return to power in Afghanistan in 2021 marked a pivotal and troubling turn for women's rights. In this webinar, two experts on women in Afghanistan assess women's status in the country since the Taliban's resurgence. Panelists include Mona Tajali, Stanford University, and Tahmina Sobat, University of Minnesota-Twin Cities. Farida Jalalzai will moderate. [More information.](#)

Zoom, [registration required](#)

Free and open to the public

Sponsor: College of Liberal Arts and Human Sciences

Contact: Farida Jalalzai, fjalalzai@vt.edu

John Talerico announced the Protecting Innovation-A Research Security Forum: Research Security at Virginia Tech webinar on Wednesday, September 25th at 10:00 a.m.; based on an earlier email Kim R. sent out. There will be a series of meetings to include updates, John will send updates to the links for the future.

Tom A. announced two (2) social entrepreneur colleagues from Malawi are currently in New York City and are planning information visits with campus partners.

Guru spoke about the University task force on MOUs. A new MOU template is to be launched very soon. The MOU has a new section where partners will indicate proposed activity as well as requiring a champion for both the partner and Virginia Tech in order to follow-up with the activity after two (2) years to gauge activity and determine if the MOU should be active. Theresa indicated that the MOU should serve as the umbrella document for partnership and verbiage that includes legal, monetary, and other language and details of the partnership will be generated as a separate document to be approved.

7. **Announcement of Next Meeting:** Tom A. thanked the members for their service; and announced the next meeting, October 28, 2024 (10:00 a.m. Blacksburg/3:00 p.m. Switzerland). **PLEASE NOTE:** This meeting will be both an in-person and Zoom (hybrid) meeting; for those that are local, please join us at 526 Prices Fork Road, Large Conference Room.
8. **Adjournment:** There being no further business and no objections, a motion to adjourn was made; all were in favor the meeting adjourned at 11:05 a.m.

PROPOSED MEETING DATES FOR 2024-2025

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|--|--|
| ➤ October 28, 2024 (3:00-4:00 p.m. Swiss*) | ➤ February 24, 2025 |
| ➤ November 18, 2024 (3 rd Monday) | ➤ March 24, 2025 (3:00-4:00 p.m. Swiss*) |
| ➤ NO DECEMBER MEETING | ➤ April 28, 2025 |
| ➤ January 27, 2025 | ➤ NO MAY MEETING |

Respectfully submitted

Kimberly Rhodes, Recording Secretary

UCIA CHAIR AND VICE CHAIR POSITION DESCRIPTIONS

Chair: Responsibilities may include, but are not limited to: representing UCIA as well as attend and give monthly reports to the Commission on Outreach and International Affairs (COIA) (September-May); attending the Engagement Leadership Council (ELC) meetings; coordinating and developing the monthly UCIA AGENDA with UCIA support staff; chairing UCIA meetings; coordinating with UCIA support staff communications to the committee; communicating and assisting with working groups; reviewing meeting minutes for accuracy; organizing speakers.

Vice Chair: This position will represent the Chair when the Chair is unavailable to attend meetings. This may include, but is not limited to attending the Commission on Outreach and International Affairs (COIA) meetings; attending the Engagement Leadership Council (ELC) meetings; or Chairing the UCIA meeting in the Chair's absence. The Vice Chair typically becomes the Chair of UCIA for the following year.

Virginia Tech Instructions for Completing Memorandum of Understanding

A. Before creating a Memorandum of Understanding (MOU) please contact the Dean/Associate Dean, International Programs/Director of International Programs of your College, Research Institute Director, Center Director or appropriate designee.

1. The appropriate authority as listed above will determine if an MOU should be initiated with the proposed international partner institution. If specific details of a proposed program have not been discussed and been established, then a MOU should not be initiated until a proposed initiative/program has been discussed in detail along with a timeline to accomplish the proposed initiative/program.
2. If Virginia Tech and the other collaborating partner desire to enter into a specific program with established program details, an additional document (i.e., Student Exchange Agreement, Research Program Agreement or other framework agreement) will be developed to contain program details, budgets, legal parameters and additional program requirements.
3. It should be determined if Virginia Tech will be the initial signatory (preferred) or if the partner institution will be the initial signatory.

B. Complete the MOU Template

1. Complete all the highlighted/bracketed areas in the MOU template.
2. If you require assistance regarding affixing a partner logo, please contact Kimberly Rhodes (rhodesk@vt.edu) for assistance.
3. Under Item #3 of the MOU template, you may remove any of the 7 item(s) that will not be included in the proposed program. If the proposed program is not listed and needs to be added, please describe the proposed program in detail under the "Other" category, but be aware to keep the content of Page 2 in place.
4. Item #4 should be a brief description with a timeline (no more than three sentences) and should only include verbiage so that Page 2 does not carry over to another page. Please be aware of how the pages fall when including the information. The additional document (i.e., Student Exchange Agreement or other educational/research agreement) can include additional details.
5. Attachment A on Page 4 must include the appropriate information on the liaisons at both Virginia Tech and the partner institution otherwise the MOU will not be approved.

C. Next Steps

1. Once the MOU template is completed, and the initial signatory is determined (see item #3 above in Section A), the MOU template is ready to be entered into the MOU database to begin the process.
2. Two (2) completely executed original copies should always be signed, one kept with Global Strategic Services as a hard copy and scanned and uploaded to the database and the other sent back to the partner institution by the initiator.

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(Virginia Tech)
BLACKSBURG, VIRGINIA, USA**

**AND
COLLABORATING INSTITUTION
COLLABORATING INSTITUTION LOCATION**

The collaborating institution (The collaborating institution shortened name) and Virginia Polytechnic Institute and State University (Virginia Tech) agree to implement/extend this Memorandum of Understanding (MOU).

This Memorandum of Understanding (MOU) is based on the principle of reciprocity and expresses the interest of both parties in promoting the mobility of scholars and students, developing joint publications, and sharing academic information and materials in the belief that research and educational processes at both institutions will be enhanced and that mutual understanding between their respective scholars and students will be increased by the establishment of such collaborative programs.

1. This MOU serves as the foundational document for any additional specific program agreement contemplated between the cooperating institutions. No implementation of this MOU or commencement of any specific program may be initiated without the cooperating institutions entering into a specific **Educational/Research Program Agreement** relating to that program.
2. An agreement concerning any specific program or project shall provide details concerning the specific commitments made by each cooperating institution including, but not limited to, such topics as orientation for visitors from another institution, financial responsibilities of the parties, tuition and fees, use of facilities, student admission and enrollment, faculty assignment, transfer credit articulation, curriculum and academic standards, research protocols and other services provided to assure a successful program.

3. The institutions agree to encourage the development of the following programs based on their respective academic and educational needs:
 1. **Degree Programs (e.g., joint, dual, integrated, 3+1, 2+2, etc.)**
 2. **Exchange/mobility of students (undergraduate and/or graduate)**
 3. **Organization of joint research programs, conferences and workshops**
 4. **Exchange/mobility of faculty**
 5. **Share research data and findings and develop joint publications**
 6. **Joint supervision of Masters and Ph.D. students**
 7. **Other (please describe below):**
4. Please provide a brief description of the proposed initiative and timeline to accomplish the plan (three sentences or less):
5. The parties recognize that the implementation of any program will depend upon the academic interests and expertise of individual faculty members and upon the availability of financial resources. Accordingly, the implementation of any activities as detailed in Sections 3 and 4 above shall be separately negotiated by both institutions and set forth in a separate written document as specified in Section 1.
6. Neither cooperating institution shall use the other institution's name, trademarks, or logos or the names of any of its employees in any publicity or advertising, including endorsements, without the prior written consent of the other institution. However, the foregoing shall not prohibit either cooperating institution from disclosing general factual information about the existence of this MOU or the other institution for purposes other than publicity, advertisement, or endorsement.
7. This MOU is not intended to be a legally binding document. The MOU is meant to describe the nature of the relationship and suggest the guidelines of the cooperation described above. Nothing, therefore, shall diminish the autonomy of either institution, nor will any constraints be imposed by either party in carrying out the goals of the MOU.
8. In order to implement the goals of the MOU, each institution must appoint an individual with the appropriate designation and record the appointment on Attachment A.

9. The MOU shall become effective on the day representatives of both institutions affix their signatures and seals. The MOU will be in force for a period of five (5) years and is subject to revision or modification by mutual written agreement. If the MOU has been dormant for the first two (2) years, Virginia Tech will initiate a review with the collaborating institution, whether to terminate or continue the MOU. It is also understood that either institution may terminate the MOU at any time with at least six (6) months' notice, although it is assumed that such action would only be taken after mutual consultation in order to avoid any possible inconvenience to the other institution and its students and faculty.

Dr. Cyril R. Clarke
Executive Vice President and Provost
Virginia Tech

Name
Title
Institution

Date

Date

ATTACHMENT A

ADMINISTRATION OF PROGRAM AND CONTACT INFORMATION OF LIAISONS

Virginia Tech: This MOU is maintained in the MOU database in the Division of Outreach and International Affairs at Virginia Tech. Program Administration responsibilities are managed in the College of XXXXX, Office of XXX, Center of XXX, Institute XXX. Correspondence regarding this institutional relationship should be directed to:

| <u>Virginia Tech Liaison</u> | <u>Virginia Tech MOU Management Office</u> |
|------------------------------|---|
| Contact Name | Global Strategic Services |
| Contact Title | 902 Prices Fork Road Suite 120 |
| Contact Address | Mail Code (0265) |
| Contact Email | Blacksburg, VA 24061 |
| Contact Phone Number | 540-231-3958 |
| Contact Department Website | https://gss.vt.edu |

Partner Name: This MOU is maintained in the XXXXX Office at XXXXX. Such functions are under the direct responsibility of XXXXX. Program administration responsibilities are managed in XXXXX. Correspondence regarding this institutional relationship should be directed to:

| <u>Partner Name Liaison</u> | <u>Partner Name MOU Management Office (if any)</u> |
|-----------------------------|--|
| Contact Name | Contact Name |
| Contact Title | Contact Address |
| Contact Address | Contact Email |
| Contact Email | Contact Phone Number |
| Contact Phone Number | Contact Department Website |
| Contact Department Website | |