

International Education Council (IEC)

Meeting Minutes

December 3, 2019

1:00 – 2:20 p.m.

Attendance

Council Members: Ahmed Alwan (*Oviatt Library*), Vanessa Andrade (*Tseng College*), Sandra Chong (*EDU*), Daniel Degrauel (*DNCBE*), S. Jimmy Gandhi (*Chair, Tseng College*), Santosh Khadka (*HUM*), Drake Langford (*ACIP*), Marta Lopez (*IESC*), Paula Oliveira (*IESC*), Dean Sare (*Intl. Academic Advisement*), Suzanne Scheld (*CBS*),

Department Liaisons: Ellie Kazemi (*Psychology, CSBS*), Uma Krishnan (*FCS, HHD*), Rika Meyer (*CAD, EDU*), Rania Sabty-Daily (*EOH, HHD*), Andrew Surmani (*Music, MCCAMC*), Maryam Tabibzadeh (*MSEM, CESC*), Anaïs Valiquette L'Heureux (*Criminal Justice Studies, CSBS*), Vickie Yu (*CDS, HHD*)

Guests: Zachary Helsper (*Tseng College*)

Call to Order

Jimmy Gandhi, Council Chair, called the meeting to order at 1:00 p.m. The meeting was held in the Extended University Commons Conference Room 375 (EU 375) with several participants joining via Zoom.

Welcome

Update on the New University Procedures for 3rd Party Providers

The ICC subcommittee, co-chaired by Matthew Cahn and Jimmy Gandhi, will be meeting on Thursday, December 5 to discuss the creation of a procedure to work with 3rd party providers. Jimmy will provide this group with an update when there is one available.

Internships

Rania Sabty asked to know more about agreements and approval process for internships. Zachary Helsper shared that there are two portions of the international internship application: the program approval portion and the travel authorization portion. The program approval must go through the Office of Community Engagement, while the travel portion is processed through myCSUNglobe. This process is similar to study abroad programs.

In order to create an agreement with an international partner for internships, the faculty member would work with Deborah Flugum to create and sign a “community partners” agreement. You can find current internships with community partners listed on the purchasing website linked [here](#). If the partner is a 3rd party provider, the faculty member will have to go through a separate process. This process is currently being created by the ICC Subcommittee (see information above).

Safety Concerns & Travel Advisories

There are two lists for travel advisories for risk countries utilized by CSUN:

- Department of State Risk List: levels 1 & 2 are safe, level 3 is tricky and will require at least a 90 day insurance process; level 4 will not be authorized
- CSURMA High Hazardous Country List: countries listed will need president approval or president and CO approval

More information on CSU risk management policies and international travel resources can be found on the CSU risk management page linked [here](#).

Review of Types of International Agreements

Friendship Agreement (MOU)

A Friendship MOU is a handshake agreement that signals a wish to start a partnership with an international institution but does not commit CSUN resources or promise particular aspects of a collaborative relationship. A friendship MOU must be signed before another MOU can be active. However, you can send another agreement in parallel through the signatory process as long as the friendship MOU is signed first.

Friendship MOUs must be approved by the college dean of the supporting college and SIO office before the signature process. Once both have approved the draft, it is sent to the Provost for approval before being sent to the international partner. The international partner is requested to sign two copies (wet signatures) and mail both copies to the SIO office. Once both copies are received, the President signs both documents and the agreement is active.

Faculty exchanges fall under the Friendship MOU.

Student Exchange Agreement (MOU)

Exchange MOUs must be approved by the college dean of the supporting college and SIO office before the signature process. Next, the draft of the agreement is uploaded to SharePoint for the CO approval. Once both have approved the draft, it is sent through the on campus signature process and is signed by the supporting department chair, college dean, purchasing and contracts, risk management, the Deputy SIO, and the Provost before being sent to the international partner. The international partner is requested to sign two copies (wet signatures) and mail both copies to the SIO office.

Once both copies are received, the President signs both documents and the agreement is active.

The SIO Office tracks student exchange balances to ensure reciprocity between the partners.

Articulation Agreement (MOU)

An Articulation agreement establishes a collaborative relationship (such as 2+1 or 2+2) between CSUN and an international institution to allow students to attend CSUN upon successful completion of a set of courses offered by the partner institution. Articulation MOUs are routed similarly to the Exchange Agreements, except that they require one additional signature from either the AVP of Graduate Studies or the AVP of Undergraduate Studies.

Articulation MOUs must be approved by the college dean of the supporting college and SIO office before the signature process. Next, the draft of the agreement is uploaded to SharePoint for the CO approval. Once both have approved the draft, it is sent through the on campus signature process and is signed by the supporting department chair, college dean, purchasing and contracts, risk management, either the AVP of Graduate Studies or the AVP of Undergraduate Studies, the Deputy SIO, and the Provost before being sent to the international partner. The international partner is requested to sign two copies (wet signatures) and mail both copies to the SIO office. Once both copies are received, the President signs both documents and the agreement is active.

Contracted/Short Term Program

Short Term MOUs must be approved by the college dean of the supporting college and SIO office before the signature process. Next, the draft of the agreement is uploaded to SharePoint for the CO approval. Once both have approved the draft, it is sent through the on campus signature process and is signed by the Deputy SIO, purchasing and contracts, risk management, and the Provost before being sent to the international partner. The international partner is requested to sign two copies (wet signatures) and mail both copies to the SIO office. Once both copies are received, the President signs both documents and the agreement is active.

Additional Information

Per CSUN policy, all agreements must have wet signatures and can only be signed by the President.

An institutional information sheet is needed for all international agreements.

We ask that all faculty begin this process as early as possible. The process can take at least a few months to gather signatures and is contingent on many factors that are out of our control.

The SIO office is in charge of moving the process, but the faculty are in charge of the agreement, including promotion and advertising. The faculty listed must be involved.

For more details, please see the All Things International Website, International Agreements linked [here](#).

How to Promote International Agreements

It is important to pass on partnerships to other faculty across campus. This must be done by the faculty themselves, by making personal introductions between colleagues. A partnership is more likely to be sustained if personal introductions are made.

Faculty should be intentional about encouraging students to do study abroad or other international experiences. Students are interested but timid about the process and discouraging remarks, however small, may stop them from pursuing the opportunity.

Funding is a major concern for students for all international exchange and study abroad/study tour programs. The Associated Students will pay \$600/student or a total of \$6,000/class for international trips with students as long as there is a research piece. In order to make the trip cost effective, some ideas include traveling during the off-season, utilizing university housing, and choosing destinations that are less expensive. Students are typically ok paying up to \$1,000 for an international trip.

Action Items

1. Jimmy/Bryanna will post the following on the IEC Canvas Hub:
 - a. All links discussed in the meeting
 - b. Examples of all international agreements above and internship agreements
 - c. Funding resources for international trips
2. Jimmy will follow up with Elizabeth Adams and Debi Cours to create a process for internship opportunities

Topics for the Next Meeting

- Discussion of info pieces posted on the IEC Canvas Hub.
- Duplication of offerings
 - What do we consider duplication? And how to avoid it?
- Implementation Technology in International Education

Spring 2020 Meetings

Spring 2020 meetings will be scheduled in early January 2020.

Adjournment

Having no further business to discuss, Jimmy Gandhi adjourned the meeting at 2:20 p.m.

*Minutes Prepared by Bryanna Benedetti-Coomber
December 5, 2019*