

UNIVERSITY OF NORTH ALABAMA

**INTERNATIONAL PROGRAM OFFERINGS COMMITTEE**

**Date, Time & Place:** Wednesday, October 16, 2013; 2:00 pm; GUC 207

**Call to Order :** Dianne Dodson, chair

**Members Present:** Jeffrey Bibbee, Santanu Borah, Charlotte Cramer, Dianne Dodson, Dan Hendricks, Lina Barragan Novoa, Dhrumil Patel, Pat Sanders, Claudia Vance, Chunsheng Zhang

**Members Absent:** Lillian Akin, Robby Thompson

**Old Business:**

1. Beckinger scholarship award- The chair reported that the scholarship will need to be awarded from the 2013-2014 scholarship funds. Discussion followed regarding the question of whether funds left from a year will roll over to the next year funding.  
Action: D. Dodson was asked to submit a written request stating that, starting with 2013-2014, any unspent travel scholarship monies be rolled over to the next year's budget for scholarships.
2. Working Group approval- The Shared Governance Executive Committee approved the creation of a Working Group, with the suggestion of adding a member from Student Affairs. The SGEK also suggested the use of the document developed by Evan Ward as a basis for getting started.

**New Business:**

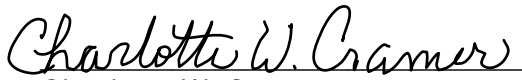
1. Minutes of the September 18, 2013 meeting were approved with the addition of Santanu Borah's name added to the absent list
2. Nominations for Working Group- The make-up of the group include two from the Business Office, one from each of the following: International Affairs Office, IPO Committee, Advancement, Student Affairs, and the Colleges of Arts and Sciences, Business, Education & Human Sciences, and Nursing. ***See list below for nominees.*** D. Dodson will contact the nominees for their response. A time frame for having a guide for financial 'best practices' developed is by the end of the Spring, 2014 semester.
3. Updates Needed on Study Abroad Proposal Form- Due to the fact that the Academic Deans will be approving/reapproving study abroad programs in their respective colleges, discussion ensued pertaining to changes needed on the Study Abroad proposal form. C. Zhang stated hoped to have data on the form changed automatically each year as needed, and was going to update the form before the Council of Deans meeting. The Council of Deans and Dr. C. Christy will need to determine how to notify the IPO Chair of

approved coming year programs, with a copy to the International Affairs office.

4. Evaluating Applications- It was requested that the committee use numbers for evaluating and ranking the applications. With a total of \$60,000 in scholarship funds available, there was discussion of how to determine the number of scholarships awarded in each round. Also there was discussion of potential sources of money, such as fundraisers, to increase the scholarship funding. The due date for the first round of applications is November 1, and trip leaders were encouraged to have the students submit applications by then. A student may reapply in the second round if denied initially due to a weak essay.

**Adjournment:** 3:00 pm

Respectfully submitted,

  
Charlotte W. Cramer

**Working Group Nominees:**

Business Office: Cindy Conlon and Lisa Rhodes

International Affairs: Craig Christy (Zhang will confirm)

IPO Committee: Jeffery Bibbee (agreed)

Advancement: Deborah Hensley (Hendrix will confirm)

Student Affairs: David Shields will select

Colleges

Arts & Sciences: Claudia Vance (agreed)

Business: Bruce Gordon, alternate Dennis Balch

Education: Matt Green, alternates Gary Padgett, Prema Monteiro

Nursing: Charlotte Cramer (agreed)