**International Education Council**

**Meeting Minutes**

**May 1, 2020**

**Blair Hall Third Hall 3108 Floor Conference 3108**

**Members present:** Dr. Ahmed Abou-Zaid, Dr. Rick Anderson, Dr. Kristin Brown, Ms. Mary Fleming, Dr. Nichole Hugo, Dr. Vanesa Landrus, Dr. Mei-Ling Li, Dr. Julie Park, Dr. Catherine Polydore, Dr. Tina Wang

**Members absent:** Mr. Godwin Gyimah, Dr. Jeanne Okrasinski

**Ex-officio present:** Dr. Ryan Hendrickson, Mr. Mutombo Andy Kabasele, Dr. Claudia Janssen Danyi, Ms. Sara Schmidt

**Ex-officio absent:** Dr. Tanya Willard

**Visitors present:** Ms. Bethanny Cougill, Ms. Emily Tooy

1. **Welcome**At 9:00 Dr. Tina Wang called the meeting to order.   
     
   1. Approval of minutes: After review, Dr. Tina Wang noticed that Dr. Nichole Hugo was listed as absent at the previous virtual meeting, but had been in attendance. After the error was corrected, Dr. Wang moved to approve the minutes from theApril 10th, meeting. With no objections, the minutes were approved with no abstentions.

2. Dr. Wang let the Council know that her and Dr. Anderson’s terms will be ending this year, so it is time to elect a new Chair and Vice Chair. The only person who has been on the Council long enough to be eligible for the position is Dr. Kristin Brown and she has expressed her willingness to fill the position. Therefore Dr. Wang moved to nominate Dr. Kristin Brown as the new Chair and Dr. Vanessa Landrus seconded the motion. The Council unanimously approved with no abstentions or objections. Dr. Wang congratulated Dr. Brown on her new position.  
  
Dean Hendrickson listed the members whose terms were ending this year. He said if anyone is interested in serving again, they can renominate themselves. Regarding the Vice Chair position, he said there are three members who will be eligible starting in August and Dr. Nichole Hugo has expressed interest filling the position. Dean Hendrickson recommended suspending the bylaws to allow Dr. Hugo to begin this summer. Dr. Wang moved to suspend the bylaws and to nominate Dr. Hugo as the new Vice Chair. The Council unanimously approved with no abstentions or objections. Dr. Wang also congratulated Dr. Hugo.

1. **Reports**  
   1. **Study Abroad: Mr. Mutombo Andy Kabasele**

* + 1. Ms. Emily Tooy explained the new process for applications for faculty led study abroad programs. It will now be online and will give more details to faculty and ask for more information, so the final process will hopefully be more streamlined. The new time line for deadlines had been shared with the Council in a previous email, and Ms. Tooy hopes the new process will help faculty better understand the steps involved.   
         
       She noted that previously faculty were asked to not advertise their programs until after the Fall Study Abroad Fair, but she will change that recommendation so faculty can begin advertising study abroad opportunities as soon as the semester begins, but she asks that they be very general about the programs and not give any specifics on cost until after the fair and when the details are finalized.   
         
       Dean Hendrickson thanked Ms. Tooy for her leadership in improving the proposal process. He also reminded the Council that all programs need to fill out the new online application, even if it is a renewal, so all the applications will be uniform. Dr. Brown asked if renewal applications needed to fill in a whole new application, and Ms. Tooy said she would fill in information from the previous application so faculty wouldn’t need to do the whole form again. Dr. Wang moved to approve the new course application process. The Council unanimously approved with no abstentions objections. Dr. Wang thanked Ms. Tooy for her hard work on this process.
    2. Ms. Tooy also gave a update on Fall Study Abroad Activities. All faculty led Study Abroad programs were canceled for the fall because of the COVID-19 virus. Also, there were some students who were interested in student teaching abroad in the Fall but those have also been canceled. This has been common for other schools across the world because of the pandemic. They are waiting to see what will happen for Spring 2021.

**2**. **International Students and Scholars: Mr. Mutombo Andy Kabasele**

* + 1. Mr. Kabasele shared the number of applications and admissions for Fall 2020 for both undergraduates and graduates.
    2. He also updated the Council on the virtual Open Houses he’s been holding. So far, 85 students have applied, even though it’s difficult for many students to apply right now because schools around the world are closed because of the virus. He hopes the application fee waiver that was approved for international students will help more prospective students be able to apply in the future.
    3. Mr. Kabasele and Ms. Bethanny Cougill gave an update on the IEC Awards. The award winners will be notified today (May 1st) and there will be a power point presentation on the OISS website announcing all the winners.   
         
       Ms. Cougill also let the Council know that she has been working with the Charleston Parks and Recreation department to hold a “show and tell” with international students. She has found two students who are still in Charleston who were willing to present something from their home countries. In the future, she may contact students who went home and they can maybe present a virtual “show and tell” for the after school programs.   
         
       She also said that she spoke with Ms. Amber May in Alumni Services about a potential virtual graduation to try and provide some recognition to the Spring graduates. An email will be forthcoming from the President with more details if the virtual graduation does go forward.

**III. Dean’s report: Dr. Ryan Hendrickson**

**1.** Dean Hendrickson said that they were glad to receive the application fee waiver from admissions and asked the council to contact other universities to let them know of this opportunity for international students.

**2.** He also thanked Dr. Wang and Dr. Anderson for their service as Chair and Vice Chair and he is looking forward to working with Dr. Brown and Dr. Hugo in the future.

Dr. Wang thank the Council for their time and said she had enjoyed working with everyone this year.

Dean Hendrickson reminded the Study Abroad subcommittee that they would hold a virtual meeting sometime this summer to discuss applications.

Dr. Wang moved to adjourn the meeting at 9:45 am.

Minutes submitted by Mary Mattingly