

# CISS Meeting Minutes

**March 8, 2002**

**10:00 a.m. - 12:00 p.m.**

**Faculty Conference Room, Student Life Center  
Macon State College**

## **Members Present:**

Neal McCrillis (Columbus State)  
Veronique Barnes (Ga Perimeter)  
Sheila Schulte (Ga Tech)  
Angela Walker (Ga Southwestern)  
Nancy Shumaker (Ga Southern)  
Dan Paracka (KSU)  
Liz Travis (MGC)  
Ann Tallant (NGC&SU)  
Charlotte Janis (SPSU)  
Sylvia Shortt (West Ga)  
David Starling (Valdosta State)  
Sue Sugarman (Board of Regents)  
Libby Davis (GC&SU)  
Dwight Call (GC&SU)

## **Introductions of Members Present**

### **Approval of Minutes**

Three spelling errors were pointed out in the minutes of the January 18th meeting. A motion was passed approving the minutes with the three corrections.

**CISS List Serve:** Intl\_Students@list.gcsu.edu

A reminder that members can use the list serve for discussion

**University System Update:** Sue Sugarman

- USG Academic Vice Presidents approved the following three out of the four "best practices" recommendations that the Committee on International Students & Scholars forwarded.
  - Every institution should follow the NAFSA guidelines
  - Every institution should follow the CAS guidelines
  - Every institution require international students to have adequate health insurance

The VPs did not endorse the fourth recommendation requiring each institution to designate at least one individual who would be responsible for international students & scholars because they felt that this recommendation was already addressed in the NAFSA and CAS guidelines.

- The House Bill 1231 requiring all Georgia colleges and universities to report to the INS if international students fail to attend class has seemed to have stalled and stagnated. The bill will probably not go anywhere.
- New USG competitions to recognize and encourage campus best practices in international education [DEADLINE for submissions: April 1, 2002]:
  - o Most Internationalized Academic Unit: 1st, 2nd, and 3rd place awards, up to \$10,000
  - o Degree Programs with an Integrated Study Abroad Component: Awards will range from \$2,000 to \$10,000 for study abroad operating support to lower costs charged to students
 For more info, go to [http://www.usg.edu/international\\_ed/facstaff/development/grants.phtml](http://www.usg.edu/international_ed/facstaff/development/grants.phtml)
- Southern Center for International Studies conducts a variety of seminars and programs on a range of international topics. For more information, go to the SCIS website at <http://www.southerncenter.org/>

**SEVIS update:** Sylvia Shortt

The INS is required to have the Student Exchange Visitor Information System (SEVIS) fully functional by January 2003, and schools need to be on the system by October 2003. SEVIS information and updates can be found at the NAFSA website at [www.nafsa.org](http://www.nafsa.org)

The CIPRIS pilot schools are now onboard with SEVIS, but there are many problems still in the system. As of this point, these schools still have not been able to issue an I-20 under the SEVIS system. Doug Podoll recently sent out a summary of where SEVIS stands at this point over the GAIE-L listserv. There seems to be more that is unknown than known at this point.

Batch system: Even small schools may wish to use the batch format to prevent having to re-enter information kept in student record systems into the SEVIS system. Software programs will need to be created for Banner to interface with SEVIS. The suggestion was raised that instead of having staff at every institution work out a separate program, have staff at the system level work out a program that could be used by all system schools. A motion was passed by the committee to request that someone at the system office research the possibility of working on such a program for the entire University System. Sue Sugarman will find out who is in charge of Banner at the system level.

**Collaborative Marketing / Recruitment**

At the GAIE meeting at Unicoi in February, several committee members met to put together a draft of a Global Partnership Grant proposal to support collaborative international recruitment. At this point, six schools have committed to taking part in the grant: Armstrong Atlantic State University, Georgia College and State University, Georgia Southern University, Kennesaw State University, State University of West Georgia, and Valdosta State University. Georgia Southern has agreed to be the lead institution.

Essentially, the grant proposal is as follows: a representative from each of the schools will serve as member of a two person team which will travel to one of three (perhaps four) sites to engage in recruitment efforts facilitated

by OSEAS offices (our global partners) in the respective countries. (Thus, six representatives from six schools would form three teams to go to three sites.) The teams will recruit for all of the schools involved in the grant. (Thus, each team will recruit for all six schools.) The proposed countries at this point are Brazil, Malaysia, Singapore, Thailand, Mexico and possibly some countries in Eastern Europe.

In the case of small schools which could not supply a representative, contribution to the matching fund could be made and materials supplied so that their schools could be included in the recruitment efforts.

Matching Funds will be supplied in the form of: (1) \$600 to support travel expenses, (2) in-kind time of the representative for international travel for recruitment efforts, and (3) printing of materials to carry to recruitment sites. For the smaller schools, Matching Funds will be (1) \$300 and (2) printing of materials to carry to recruitment sites. This support will be expressed in the form of a letter from the Academic Vice President of that institution to Nancy Shumaker as representative of the lead institution for the grant proposal.

Nancy will send out an email over the listserv informing committee members of this opportunity. Interested institutions need to notify her as soon as possible. Confirmation of participation and that the letter will be forthcoming must be sent to her by Friday, March 15. The letter itself must arrive in her office by Friday, March 22, so that it can be included with the grant proposal. The deadline for the grant is April 1.

Dan Paracka will try and make contacts with the Overseas Advising Centers to get confirmation of support, and Nancy Shumaker will put the final proposal together.

If awarded the grant, all participating members would meet well in advance to share information about their institutions. Several suggestions were made including putting together a flyer that includes general information on all of the schools and putting together a power point presentation on the different schools.

### **International Scholars Issues**

- Orientation: Standards /guidelines for orientation? Ga Tech has a one-hour standing orientation once each week for international scholars where they are required to sign a form stating that they are responsible for maintaining the required health insurance, not Ga. Tech. Sheila Schulte will send out over the committee listserv a handbook that Ga Tech uses for visiting J-1 scholars and professors.
- Compliance with Regulations: Several committee members expressed frustration that it was difficult to get scholars to attend orientation and follow the regulations. The point was raised that Responsible Officers do not need to police, simply inform. West Georgia University requires that scholars show proof of insurance before issuing the IAP-66.
- Campus Support: Many academic departments do not do well at "hosting" and welcoming international visitors. Often there are problems with visiting scholars getting paid, finding housing, etc. It was suggested to provide departments with a checklist of things that need to be done when bringing in international scholars. Kennesaw State University has a checklist that Dan will share over the listserv.

### **Tasks Ahead**

- Dan will contact Overseas Advising Centers
- Nancy will submit Global Partnership Grant
- Sue will contact Banner staff at System Office about the possibility of working on a program for Banner to interface with SEVIS
- Dan and Sheila will share scholars resources over the listserv
- Develop best practices for international scholars?

**Next Meeting:** Friday, June 21, 10:00 am - 12:00 noon, Macon State College

(If awarded the Global Partnership Grant, participating members could meet at 8:30 am on that day before the committee-wide meeting to discuss the recruitment trips.)

### **Meeting Adjourned**

---

© **Board of Regents of the University System of Georgia**

270 Washington Street, S.W., Atlanta, GA 30334

U.S.A.