**Old Business**

- **International Recruitment Agents**
  - Williams-Griffin and S. Wirt spoke with approved agents and will work on getting contracts signed. They are still looking for agents in other areas of the world in order to diversify with S. Wirt talking to contacts in Japan and China. They also met with UITS regarding updating the resource page for agents.

- **Highlighting International Students at CSU in CSU Publications**
  - A copy of the “Dickinson Daily” newsletter from Dickinson College was handed out, to compare it to the “In The Know” CSU newsletter. Llanos’s earlier suggestion on regularly highlighting international student accomplishments was mentioned, which would be a good way to further internationalize the campus. McCrillis suggested that University Relations regularly run a story to highlight international education successes. It was asked if Academic Affairs would contact University Relations about pursuing this issue. More clarification on how this would be handled included setting deadlines needed for international stories to be submitted. Hackett suggested that there be one point of contact who would send information to University Relations as needed, which could then be distributed electronically, apart from the “In The Know” CSU newsletter. McCrillis would be glad to contact the departments for information. It was decided that this be done on a monthly basis and more often as needed. McCrillis will contact John Lester to discuss further. Hackett also suggested that McCrillis discuss this further with Dr. Markwood.

- **Worldwide Caution and Zika Update**
  - McCrillis stated that there is no new information on the spread of the Zika virus, except that the U.S. is making preparations for its arrival. There are also no new travel warnings. Ballenger
New Business

- Unit Reports

stated that she felt the virus would reach the southeastern U.S. by summer. McCrillis reported that study abroad orientation procedures have been updated, requiring that students sign to confirm receipt of their orientation packets. Also, orientation is being filmed and will be placed in an online teaching format with modules for students to view and review through testing. Barrow asked for a copy of the orientation video.

McCrillis explained the difference between a worldwide caution, an alert, and a warning.

**Caution** - Provides worldwide, general information and asks individuals to be aware of their surroundings, with no specific countries referenced. These are updated every six to twelve months with area-specific items.

**Alert** – Specific to a place and time, but short-term, temporary, and localized.

**Warning** - A systemic, long-term issue (could be years) where a location should be avoided.

Specifically, for the CSU in Mexico program (the only program we offer in a country with a travel warning) students are asked to sign additional waivers based on their reading of the detailed federal state by state information on the Department of State warning.

- **Julie Ballenger – Department of Biology**
  
  Amos Visiting Scholar – Prof. Alvaro Perez, current Amos Scholar, will be traveling to Ecuador with Dr. Burgess and CSU graduate students to do field work and hold workshops.

- **Ron Wirt – Schwob School of Music**
  
  International Double Reed Society – Wirt has been working with Sue Tomkiewicz for several years on the annual conference for this group. The conference will take place from 26-30 June with composers attending from around the world, including Germany and Argentina. There will be 4
performance venues with simultaneous sessions over five days and 800 to 1,000 participants. R. Wirt stated that they are working with 8 hotels in the area, as well as with the Columbus Visitor’s Bureau, and are also using CSU dorms.

Swiss University Draft Agreement - Wirt handed out a copy of the draft agreement with a Swiss University on which he is working. He has presented this to Scott Harris for review and will then present it to the membership for discussion. McCrillis asked if Barrow would also review the agreement, to make sure no verbiage needs to be added. He also stated that it would probably need to reference the USG. Barrow stated that the agreement looks fine. Since no money is being exchanged, this is more of a friendship agreement. McElveen stated that there is no term limit to the agreement. McCrillis stated that it is helpful to have a term limit in case faculty members change or leave. Barrow agreed that it would be necessary to include a term limit. He will review the agreement further, with McCrillis assisting, and bring it back to the membership. McCrillis stated that, due to the mobility of the Swiss students and the character of the two partners, this could make a good exchange.

Recommendation(s) for consideration by the Academic Administrative Council:
None.

Recorder: Christine U. Shaw Administrative Coordinator, CIE