Recommendation to Transition the International Council from an Ad Hoc Administrative Committee to a Faculty Standing Committee, to be codified as section A.3.25 in UWM Policies & Procedures.

Reviewed by the Codification Committee February 3, 2015 and February 24, 2015.

A.3.25 International Committee

The International Committee (hereinafter “the IC”) represents the interests and authority of UWM faculty, staff, and students in fostering campus internationalization through establishment of policy to guide the development and implementation of central international education functions, such as international institutional academic and research partnerships and education abroad programs.

1. Membership:
The IC is composed of 16 members, of whom 14 are voting members, as follows:
   a. 8 faculty members, as follows:
      a. 6 elected faculty members, at least one from each division;
      b. 2 faculty members appointed by the University Committee upon the recommendation of the Vice Provost for International Education.
   b. 3 members of the Academic Staff, elected by the Academic Staff as “at large” representatives
   c. 1 Classified Staff member appointed by the Classified Staff Council
   d. 1 Dean appointed by the Chancellor
   e. 1 student appointed by the Student Association
   f. 2 ex officio representatives of the Center for International Education who carry responsibilities for inter-institutional partnership agreements and study abroad, appointed by the University Committee upon the recommendation of the Vice Provost for International Education

   Each member is elected or appointed to a three-year term. Terms of elected faculty and Academic Staff members shall be staggered.

2. Chairperson:
The IC shall elect a chair from among its voting faculty members. The chair serves for a period of one year. The IC chair plans the meeting schedule and agendas in consultation with the subcommittee chairs. The IC chair ensures that agendas and minutes are conveyed to the Secretary of the University. The chair oversees the IC’s subcommittee member selection process.

3. Functions:
   a. Develops and approves policies and recommendations to guide campus internationalization.
   b. Reviews and recommends to the Chancellor university approval of international inter-institutional partnership agreements.
   c. Reviews and recommends to the Chancellor changes or university approval of arrangements for UWM-sponsored student travel to international destinations in high-risk locations.
d. Advises UWM international education administrators regarding strategic program priorities and initiatives.

e. Advises other shared governance committees when they encounter issues or legislation that have international elements.

f. Represents campus stakeholders in strategic planning for internationalization.

A.3.25.1 Subcommittee on Inter-institutional Partnerships

1. Membership:
The Subcommittee on Inter-institutional Partnerships is composed of eight members as follows:
   a. 7 voting members of the IC, of whom at least four must be faculty
   b. 1 \textit{ex officio} representative of the Center for International Education with responsibility for inter-institutional partnership agreements

Each voting member will be appointed to a three-year term and the terms will be staggered.

The Subcommittee meets a minimum of once per month to ensure timely consideration of inter-institutional partnership agreements.

2. Chairperson:
The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the \textit{ex officio} representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.

3. Functions
The Subcommittee on Inter-institutional Partnerships exercises the authority of the IC in reviewing and recommending university approval of international inter-institutional academic and research partnership agreements, and in recommending to the Chancellor policies governing the establishment of such partnerships with international institutions.

A.3.25.2 Subcommittee on International Travel Safety

1. Membership:
The Subcommittee on International Travel Safety is composed of five voting members and five \textit{ex officio} members as follows:
   a. 5 voting members of the IC, of whom at least three must be faculty
   b. 1 \textit{ex officio} member from each of the following offices, appointed by the University Committee upon the advice of the heads of each respective office:
      a. Office of Legal Affairs
      b. Office of Risk Management and Assurances
      c. Dean of Students
      d. Norris Health Center
   c. 1 \textit{ex officio} representative of the Center for International Education with responsibility for study abroad

Each voting member will be appointed to a three-year term and the terms will be staggered.
The Subcommittee meets as needed to ensure timely consideration of proposed UWM-sponsored international student travel to locations in which security risks have been identified by the Subcommittee, the IC chair, or the Center for International Education.

2. **Chairperson:**
   The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the *ex officio* representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.

3. **Functions:**
   The Subcommittee on International Travel Safety, subject to IC policy decisions, exercises authority delegated by the IC for reviewing and making recommendations to the Chancellor for UWM-sponsored credit- and non-credit-bearing student travel to international locations posing security concerns.
Supplemental Report and Recommendation of the International Council – Subcommittee on Structure
December 3, 2013

Subcommittee Charge: At its September 2013 meeting in response to a charge from the Provost, the International Council established a subcommittee to investigate structural change options to institutionalize campus stakeholders’ involvement in international education initiatives and policy development.

Background: The UWM International Council was appointed by then-Interim Provost Johannes Britz in Spring 2011 in response to a recommendation made by the UWM Task Force on Internationalization in its December 2009 report. Its original charge specified:

“With representation from all schools and colleges and the UWM Libraries, the UWM International Council (IC) will implement the recommendations encompassed in the report of the UWM Task Force on Internationalization (Advancing Internationalization at UWM: Fostering Success, Facilitating Growth and Expanding Horizons in the 21st Century University, December 2009). It will do this by:

- Planning and implementing strategies to strengthen the international dimensions of teaching, research, and outreach across the UWM curriculum;
- Establishing institutional internationalization goals and assessing progress toward goals; and
- Fostering information-sharing and coordination of initiatives across campus units.”

Since the Council’s establishment, UWM’s leadership has established increasing international student enrollment as a campus priority, and the scope of international education activity has expanded across campus. The International Council has served as a useful forum for information sharing and discussion of current challenges, but its status as an ad hoc administrative committee has impeded its ability to pursue an active role in developing policy and priorities to guide internationalization efforts. Moreover, its structure necessarily limits the extent to which it provides opportunity for interested stakeholders to engage as voting members.

The existence of a second ad hoc administrative committee, the Overseas Programs and Partnerships (OPP) Advisory Committee, further complicates efforts to institutionalize the International Council. In accordance with policy (S-33.5), the OPP Advisory Committee plays a formal role in approving international inter-institutional partnership agreements. That committee has also served as the primary advisory committee to the Center for International Education in its management of UWM study abroad programs. A separate International Travel Safety Committee plays an important role in reviewing and recommending whether UWM-sponsored overseas study and internships may take place in locations posing security concerns. A further CIE advisory committee provides guidance for international student and scholar services. Hence, in considering the role and structure of the International Council, there is an opportunity to consider its relationship to these other ad hoc committees supporting various central campus international education functions.
Summary of Process: The Subcommittee met six times over the course of the fall in order to plan and carry out its investigation. To guide its discussions, the Subcommittee established the following goals:

1. Institutionalize opportunities for campus community involvement in the development of policies and priorities guiding internationalization of UWM academic and research activities;
2. Streamline existing advisory committees to achieve greater efficiencies and clarity regarding governance structures;
3. Strengthen accountability to and communication lines with shared governance.

These considerations informed the Subcommittee’s conversations with:
- Kathleen Koch, Chair, Academic Staff Committee;
- Mark Schwartz, Chair, University Committee;
- Trudy Turner, Secretary of the University;
- Kim Kimpel, Sr. Administrative Program Specialist, Secretary of the University’s office;
- Patrice Petro, Vice Provost for International Education;
- Mark Eckman, Director of Overseas Programs.

Options: The Subcommittee considered three primary structural options for the International Council:

1. Continuing as an ad hoc administrative committee appointed by the Provost (status quo);
2. Continuing as an ad hoc administrative committee and establishing bylaws to more clearly frame the Council’s work;
3. Creating a faculty standing committee, with functions and membership clearly delineated in bylaws, reporting to the Faculty Senate.

Recommendation: Transition the International Council from its current status as an ad hoc Administrative Committee appointed by the Provost to a Faculty Standing Committee composed of elected, appointed, and ex officio members and including Faculty, Academic Staff, Classified Staff, and Student representatives. Incorporate policy-making, advisory, and decision-making functions currently held by multiple ad hoc committees in order to simplify committee structure and establish a single committee with comprehensive responsibility consistent with shared governance principles.

Rationale: Of the options considered, the Faculty Standing Committee option provides the greatest likelihood of achieving all three goals of institutionalizing campus stakeholder involvement, streamlining existing committee structures, and strengthening accountability. The educational and research activities addressed by key international education functions including international student recruitment, retention, and engagement, overseas study, research, and internships, and inter-institutional academic collaborations are clearly situated within the faculty’s responsibilities as outlined in Chapter 36 of the Wisconsin Administrative Code. As campus-level international education initiatives continue to expand, the Subcommittee affirmed that it is desirable and essential that shared governance’ role in relation to international education policy-development and priority-setting should be strengthened.

The Subcommittee weighed the benefits of each structural option and sought advice regarding how best to minimize the potential drawbacks. The primary concerns raised regarding the establishment of a Faculty Standing Committee included:
1. The potential impact on workflow; advisory bodies must be able to meet frequently and act quickly on significant business matters such as the review/approval of international partnership agreements and of study abroad plans in risk-prone locations;
2. The potential loss of international education expertise in decision making with a shift to elected rather than appointed representation; and
3. The potential loss of campus-wide engagement with a move away from a structure in which every school/college has an appointed representative.

These concerns can be addressed through careful framing of the Council’s functions and membership in the standing committee’s bylaws.

In contrast, there are significant off-setting benefits that can be better realized through establishment of a committee that is part of UWM’s shared governance structure. These include the establishment of formal leadership and engagement opportunities for interested faculty, staff, and student stakeholders, expanded opportunities for debate and discussion pertaining to campus-level internationalization initiatives, and the institutionalization of international teaching and research as essential components of the faculty’s work in a top tier research university.

**Next Steps:** The Subcommittee asks that the International Council consider a motion to begin the process of establishing a Faculty Standing Committee charged with developing and approving policy to guide central campus international education functions and the review and approval of those elements of international education initiatives requiring faculty oversight, such as international partnership agreements and UWM-sponsored overseas programs.

If the decision is made to establish a standing committee, bylaws will need to be drafted, discussed, and approved by the International Council. The bylaws would specifically address the Council’s functions and membership, as well as the functions and membership of any subcommittees established in order to facilitate workflow. The Secretary of the University and the University Committee would be important sources of information and support for this process. The bylaws would then need to be reviewed and edited by the Codification Committee and then by the Rules Committee before consideration by the Faculty Senate.

**Submitted by Subcommittee:**
Andrea Azarian, Senior Academic Advisor, School of Education; member, Academic Staff Committee
Marcy Bidney, Curator, American Geographical Society Library
Larry Kuiper, Associate Professor of French, Interim Director of ESL Programs, College of Letters and Science; member, Overseas Programs & Partnerships Advisory Committee
Gil Snyder, Associate Professor of Architecture, School of Architecture and Urban Planning
Sarah Tully, Executive Director, Center for International Education