I. **Call to Order**
The meeting was called to order at 4 PM

II. **Select a recorder for the meeting**
Mike Momot consented to be acting secretary.

III. **Announcements**
N/A
Please note that the order of business was changed slightly.

V. **New Business**
A. **SAMAS**
Jeff talked about the Study Abroad Major Advising Sheet (SAMAS). This is a guide for students and faculty that promotes study abroad. It discusses some of the issues involved and gives the students a starting point for how the process works. The template was borrowed from the University of Minnesota and revised to fit UWP’s Biological Sciences. This template could be used for any/all majors on campus and is can be found at: S:\WGroups\UnivIntEducComm\Major Advising Sheets.

On a minor note, it was suggested that a sophomore level student is the earliest that one should go on an international assignment.

B. **Website**
C. **Course Equivalencies**
It was decided to hold off on these issues until after Russ had a chance to speak.

Acceptance of Minutes
After a discussion on “admissible” versus “admittable”, a motion was made by Eugene to accept the minutes. The motion was seconded by Annie, and a unanimous voice vote followed.

IV. **Old Business, OPID Grant**
Tom asked the committee if they would co-sponsor an OPID grant that would bring speakers to campus. It was asked whether this involved money from the committee, and the answer was that OPID and the Teaching Excellence Center would provide the money. The UIEC need only supply their good name. It was decided by common consent that this would be acceptable.

VI. **Other**
Russ Braby
Russ discussed a new website he is constructing. It is located at www.uwplatt.edu/intprog. It was decided that all committee members should look at this site and give their thoughts at the next meeting (homework for the
committee). Committee members should examine the website from a student’s point of view as well as an advisor’s viewpoint.

**Mike Momot**
Mike proposed setting up a course equivalencies table for different programs/majors for each of the different foreign exchange schools. It was decided that this should be done at the program level.

**Sue Price**
Sue noted that International Week is in February, and the UIEC should have a strong presence at that time. Some ideas were an open forum or webinar for parents. This will be an agenda item for next time.

Meeting was adjourned at 5:15.