UIEC Meeting Minutes  
December 8, 2008

Present: Sue Price, Eugene Alcalay, Donna Anderson, Russ Braby, Barb Daus, Yuanyuan Hu, Annie Kinwa-Muzinga, Tom LoGuidice, Mike Momot

1. Call to Order
Sue called the meeting to order at 4:05.

2. Approval of Minutes of November 17, 2008
Annie moved to pass the minutes. Eugene seconded. The minutes were approved unanimously by the committee.

3. Old Business
Sue emphasized the importance of working on advising sheets for international education. This issue will be brought up again at following meetings.

4. New Business

1) Spring 2009 Events Sponsored by Teaching Excellent Center
Tom passed out drafts of spring 2009 events and asked the committee to offer feedback if any.

2) Student Presentations on International Education
Russ said student workers are interested in giving presentations in class. He asked for suggestions about how to get the word out. Annie suggested sending out an email to faculty at the beginning of a semester plus a follow-up form. Tom suggested talking to faculty individually. Sue commented it is always effective to get students involved. Barb mentioned accountability reports.

3) International Program Website
Russ briefly introduced the website. The website was set up with ideas from the UW System and other big universities. It aims to provide a comprehensive overview of international education. It will be developed further. More information is needed for the faculty and staff link. For example, information about Fulbright Scholarship can be useful for faculty. Russ then asked the committee for feedback about the website.

Annie suggested the committee figure out what to put into the faculty and staff section.

Mike suggested adding a link to each contact person and stories and pictures of students who have studied abroad. Russ said UWP Public Relations was working on several profile stories.

Annie suggested adding stories written for parents to help them get an idea of oversea experience. Barb mentioned the Institute for Study Abroad Programs serves the campus but is limited in capacity due to funding.
Sue asked the committee to look at the website from a student’s perspective, how a student can easily find information about international education starting from UWP’s homepage. Barb suggested adding an international education link to the quick links section. Sue recommended the committee put forth a proposal.

4) Actions
Sue summarized actions as follows:

• advising sheets for international education
• short-term programs in School of Agriculture
• international education promotion
  For example, School of Agriculture is making a video program about the benefits of travel aboard.

5. Adjournment

The meeting was adjourned at 5:00.

Respectfully submitted by Yuanyuan Hu.