

**International Education Advisory Subcommittee**

**Thursday, April 11, 2024**

**11:00am**

**Minutes of Meeting**

Meeting started at 11:06am via [WebEX](#)

**Attending:** Nurgul Aitalieva, Adolfo Coronado, John Jensen, Maureen Linvill, Ryan Meriwether  
Assem Nasr, Sandy Oo, Mieko Yamada

**Absent:** Cheu-jey Lee

1. Agenda approved
2. Minutes to be approved by email
3. Updates from OIE
  - Maureen updated the committee that OIE is processing a high volume of visa documents for new admits for Fall 2024. Numbers are looking good for both undergraduate and graduate students.
    - i. Cultural Awareness session for staff was on Tuesday, April 9 and was well-attended (23 attendees)
    - ii. The Faculty awareness session will be on Friday, April 19 in IDEAspace between 9:00-11:00.
4. Updates from Study Abroad
  - John gave an update about students on study abroad:
    - i. Summer 2024: 3
    - ii. Fall 2024: 5
    - iii. There will be 2 faculty-led programs in the Summer, and
    - iv. Study Abroad is assisting the Women's Basketball team with travel to Italy.
  - The Study Abroad assistant position has been on hold with no updates or follow up from HR.
5. SD 23-22 – Proposal for English Language Pathway to PFW:
  - Passed in the Senate continuation meeting on April 22, 2016. (Updated on 4/22/2024)
6. General Good and Welfare
  - Stated changes to the Senate bylaws including changes to IEAS as from this point forward the subcommittee will be an advisory board.
  - Solicited thoughts and ideas for future direction of our committee

Meeting was adjourned at 11:51 am.

**Approve**

Nurgul Aitalieva  
Adolfo Coronado  
Assem Nasr  
Mieko Yamada

**Object**

**Abstain**

**Absent**

Cheu-jey Lee

**Non-voting**

John Jensen  
Maureen Linvill  
Ryan Meriwether  
Sandy Oo



**International Education Advisory Subcommittee**

**Thursday, March 14, 2024**

**11:00am**

**Minutes of Meeting**

Meeting started at 11:03am via [WebEX](#)

**Attending:** Nurgul Aitalieva, Adolfo Coronado, John Jensen, Cheu-jey Lee, Maureen Linvill, Assem Nasr, Sandy Oo, Mieko Yamada

**Absent:** Ryan Meriwether

1. Agenda unanimously approved:
2. Minutes from 2/8/2024 meeting approved
3. Updates from OIE
  - Maureen updated the committee that OIE is processing a high volume of visa documents for new admits for Fall 2024.
  - Cultural Awareness Month is April. Cultural planning sessions will be available for:
    - i. Deans WB 222
    - ii. Staff: Tuesday, April 9 in IDEAspace between 9:00-12:00
    - iii. Faculty: Thursday, April 19 in IDEAspace between 9:00-11:00
4. Updates from Study Abroad
  - John announced that this is a very busy time with outgoing and incoming student processes and getting them ready.
  - The Study Abroad assistant position has reopened.
5. SD 23-XX – Proposal for English Language Pathway to PFW:
  - Presented and debated in the last Senate meeting as an item for discussion. Vote to follow in April Senate meeting.
6. General Good and Welfare
  - Sandy brought up the issue of suspending the French minor and its impact on the state of international education on campus.
  - One suggestion was to invite Vice Chancellor Drummond to discuss the issue and explore avenues for what IEAS's direction should be.

Meeting was adjourned at 11:56 am.

There are no meetings scheduled for the remainder of the Spring 2024 semester.

**Approve**

Nurgul Aitalieva  
Adolfo Coronado  
Cheu-jey Lee  
Assem Nasr  
Mieko Yamada

**Object**

**Abstain**

**Absent**

Ryan Meriwether

**Non-voting**

John Jensen  
Maureen Linvill  
Sandy Oo

**International Education Advisory Subcommittee**

**Thursday, February 8, 2024**

**11:00am**

**Minutes of Meeting**

Meeting started at 11:03am via [WebEX](#)

**Attending:** Nurgul Aitalieva, Adolfo Coronado, John Jensen, Cheu-jei Lee, Maureen Linvill, Assem Nasr, Sandy Oo, Mieko Yamada

**Absent:** Ryan Meriwether

**Guest:** Kent Johnson, Academic Accountability and Student Success Executive Director

1. Agenda unanimously approved:
  - Amended to move up Minutes Approval (Kent had not joined the meeting at this point)
  - Added discussion proposed English Language Pathway to PFW
2. Minutes from 1/11/2024 meeting approved
3. Advising & Study Abroad Agenda unanimously approved:
  - Josh asked about the best means to distribute Study Abroad to students' primary advisors along with information on Study Abroad opportunities.
  - Kent suggested that he would forward all information from Study Abroad (to Kent) to advisors.
  - Kent administers the Advisor listserv. He will add John to the listserv.
  - Kent suggested that the best place for promoting overseas education is through college advising offices. Kent advised that there be "stealthy marketing" to help advertise opportunities and put it on both advisor and student radar.
  - Kent recommended that the Career Services be looped in on these conversations as they could help promote the importance of international experience in finding jobs and careers.
  - John will be attending the advisor meetings to talk about opportunities and offer answers to advisor questions.
  - On the question of passports, John responded that his office helps with providing information and requires that student candidates work on obtaining their passports in ample time before their intended travel.
4. Updates from OIE
  - Cultural Awareness Month is April.
  - Faculty session will be on April 19 from 9:00-12:00
  - Staff session will be on April 9 from 9:00-12:00
  - More details will follow in announcement from OIE along with event venue location.
5. Updates from Study Abroad
  - The number of applicants look good.
  - Deadlines for study abroad applications for Summer or Fall 2024 is February 16 (or March 1, depending on the program in question).
  - New position hire is "in flux" as a candidate accepted the offer and shortly after declined. John is working with HR to figure out moving forward.
6. SD 23-XX – Proposal for English Language Pathway to PFW:
  - Assem circulate the document for discussion/vote via email.

- The result was an amendment and question that required clarification. Accordingly, the discussion was tabled for today's meeting.
- The outcome of the discussion generated an amendment to clarify the process of the pathway and state a direct reference in the proposal (Senate Document) to the attachment that carries the details of ELP.
- Per Cheu-jey's suggestion, IEAS approved the document with the amendments for sending to EPS, the parent committee, and to forward to Mary and Shannon Bischoff who have authored the proposal for their consent.

7. New Business

8. General good and welfare

- Assem invited Sandy to speak about *Every Campus a Refuge* updates regarding housing possibilities for refugees at the Concordia Seminary.
- Sandy reported that the effort is ongoing and looks like there will be something in the near future.

Meeting was adjourned at 11:44am.

Upcoming Meetings

- Thursday, March 14, at 11:00
- Thursday, April 11, at 11:00

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**Approve**

Nurgul Aitalieva  
 Adolfo Coronado  
 Cheu-jey Lee  
 Assem Nasr  
 Mieko Yamada

**Object**

**Abstain**

**Absent**

Ryan Meriwether

**Non-voting**

John Jensen  
 Maureen Linvill  
 Sandy Oo

**International Education Advisory Subcommittee**  
**Thursday, January 11, 2024**  
**Minutes of Meeting**

Meeting started at 10:02am via [WebEX](#)

**Attending:** Nurgul Aitalieva, Adolfo Coronado, John Jensen, Cheu-jeY Lee, Maureen Linvill, Ryan Meriwether, Assem Nasr, Sandy Oo, Mieko Yamada

1. Committee approved January 11 meeting agenda
2. Meeting commenced with welcoming professors Mary Encabo-Bischoff and Shannon Bischoff to give an overview of their proposed English Language Pathway (ELP) to PFW program
  - i. This endeavor stems from the Teaching English as a New Language program (TENL)
  - ii. It allows for TENL students opportunities to engage in teaching global students for at least one week to hone their skills and benefit learners.
  - iii. There are over 1000 students globally with 50 TENL students to engage in teaching.
  - iv. The vision is that the ELP would be an online English language curriculum that will introduce international students to PFW and allow for a smoother transition to the application/admission process.
  - v. The issues that consideration are how it works with Admissions and the program's feasibility and sustainability.
  - vi. The program is a pilot program for now and will be a basis for assessment for future opportunities and its service to the University.
  - vii. IEAS will submit to EPC a proposal to advance a Senate resolution to approve the ELP program.
3. Minutes from December 8, 2023 approved
4. Updates:
  - i. Office of International Education (OIE)
    - Senate approved SD 23-8: the updated list of countries exempt from English language requirement.
    - 61 new students attended the International Student Orientation at the beginning of Spring 2024.
    - 468 international students have registered for classes for the Spring 2024 semester.
  - ii. Study Abroad:
    - There has been an increase of interest and registration for Study Abroad for the Summer and Fall 2024.
    - John expects the January and February will be busy with student inquiries and registration.
    - A new staff position has opened in January 2024. Once the position is filled, the new person will help with recruitment and other responsibilities.
    - Kent Johnson (from Advising) will be attending the February 7 IEAS meeting to discuss how to onboard academic advisors and get them up to speed with Study Abroad benefits and processes for students.

5. Meeting adjourned at 12:01pm

Upcoming Meetings:

- Thursday, January 11 at 11:00
- Thursday, February 8, at 11:00
- Thursday, March 14, at 11:00
- Thursday, April 11, at 11:00

**Approve**

Nurgul Aitalieva  
Adolfo Coronado  
Cheu-jei Lee  
Assem Nasr  
Mieko Yamada

**Object**

**Abstain**

**Absent**

**Non-voting**

John Jensen  
Maureen Linvill  
Ryan Meriwether  
Sandy Oo

**International Education Advisory Subcommittee**  
**Friday, December 8, 2023**  
**Minutes of Meeting**

Meeting started at 10:02am via [WebEX](#)

**Attending:** Adolfo Coronado, John Jensen, Cheu-jey Lee, Maureen Linvill, Ryan Meriwether, Assem Nasr, Sandy Oo (Student Representative), Mieko Yamada

**Absent:** Nurgul Aitalieva

1. Minutes of November 11 Meeting accepted
  - i. Voting: A. Coronado, C. Lee, A. Nasr, M. Yamada;
  - ii. Non-voting: J. Jensen, M. Linvill, R. Meriwether, S. Oo;
  
2. Introduction: Sandy Oo, student representative.

Sandy offered information on her role on campus as the president of Every Campus a Refuge, her role as an assistant at the Institute of Holocaust and Genocide Studies, among contributions to student life on campus.
  
3. Updates:
  - i. Study Abroad:
    - John asked for faculty input on Study Abroad website. What makes for a more efficient and informative site to help with providing relevant information?
    - Study Abroad is working on developing a Faculty Certificate Module that all instructors interested in leading programs overseas could take to learn about responsibilities and requirements for taking students on international travel for education. The module was launched in later November
    - Study Abroad will focus on National Student Exchange (NSE) and work out technical issues with the website.
    - A new staff position will be open in early 2024.
  
  - ii. Office of International Education (OIE)
    - McKenzie Clem joined OIE as the office's International Services Coordinator
    - Global Student Celebration had more than 500 people attending.
    - International Week went well
    - 75-85 new international grad students are coming for the Spring 2024 semester (down from past spring semester) – Many of whom will defer admission to Fall 2024 due to visa delays
    - Fall international students are up by 28%
    - Mary and Shannon Bischoff to provide an English language course for students who require assistance with their language needs.
    -
  
  - iii. IEAS/EPC Resolution: *SD 23-8: "Updates to Countries Exempt from English Proficiency for Undergraduate Applications"*
  
  - iv. Onboarding advisors regarding study abroad.

Assem communicated with Kent Johnson who suggested that he join us for a meeting in January to better understand and discuss our needs.

- v. Partner with the DEI office, Marteze, to include data gathering on issues of international events, panels, service, and other forms of engagement. Mieko provided an update with relevant documentation on the DEI Office's efforts to streamline all events related to diversity on campus.
- vi. Seek data from OAA to query Faculty Success about international research endeavors. (Nurgul) (Please see email below for Nurgul's correspondence with VCAA's office.)

**From:** Nurgul Aitalieva <aitalien@pfw.edu>

**Sent:** Friday, December 8, 2023 11:02 AM

Good morning, all,

I hope this email finds you well. Unfortunately, I won't be able to attend today's meeting. I am on campus, but an urgent matter has just come up that needs my immediate attention. I do not know if it is acceptable to handle this matter via email. If it is, then I approve the minutes from our last meeting. Regarding item # 4.iv on our agenda, please see a response from Dr. O'Connor:

*Good morning, Nurgul -*

*Thanks for your email. I hope that the end of the semester is going well for you. Your question is a good one. Normally, I would refer you to Lindsey Dutrieux since she administered the Faculty Success Database. However, Lindsey has recently left the university. At the present time, there is no one who knows the Faculty Success database functions at the university. Long story short, I don't know if your research topic question can be answered by the database or not. And, right now, there is no one to ask. I am sorry.*

*You may want to reach out to department chairs in relevant departments to see if they know of anyone among their faculty who is researching international studies.*

*Good luck!*

*Sincerely,*

*Kim*

Once again, my sincere apologies for the last-minute notice.

Have a great weekend!

Nurgul

- vii. Contact Mary and Shannon Bischoff re: Proposal (in M. Linvill's 12/08/2023 email) and invite them to join our meeting.

#### 4. Upcoming Meetings:

- Thursday, January 11 at 11:00
- Thursday, February 8, at 11:00
- Thursday, March 14, at 11:00
- Thursday, April 11, at 11:00

#### **Approve**

Adolfo Coronado  
Cheu-jey Lee  
Assem Nasr  
Mieko Yamada

#### **Object**

#### **Abstain**

#### **Absent**

Nurgul Aitalieva

#### **Non-voting**

John Jensen  
Maureen Linvill  
Ryan Meriwether  
Sandy Oo



**International Education Advisory Subcommittee**  
**Minutes of Meeting**  
**October 20, 2023**

**Present:** Nurgul Aitalieva, Adolfo Coronado, Maureen Linvill, Ryan Meriwether, Assem Nasr, Mieko Yamada  
**Absent:** John Jensen, Cheu-jei Lee

Meeting began at 11:00am The following items were discussed:

- 1. Study Abroad:** John shared the following updates from Study Abroad by email as he was unable to join while on a conference:
  - 5 faculty led programs have been approved for spring / summer 2024. One additional program is likely to be approved
  - 6 students schedule to participate in spring semester Study Abroad program
  - 2 students scheduled to participate in spring semester National Student Exchange
  - 3 incoming spring semester international students participating on exchange
  - 1 incoming spring semester student participating on National Student Exchange
  - Currently working on major revisions to the Study Abroad website to provide great clarity and instruction for faculty wishing to develop and lead study abroad programs as well as students wishing to participate on programs. I anticipate our initial revisions to the website will be completed by end of semester.
  - Determined that there is a “Study Abroad” scholarship fund available for students. The fund is not an endowed fund, thus it has a very limited amount of funds available. However, it could provide an ongoing “base fund” into which small donors could contribute.
  - Currently working on an online “pre-departure orientation” for outgoing study abroad students, as well as an online “faculty certification module” for faculty desiring to lead a program overseas. I will share with the committee once completed.
- 2. Office of International Education (OIE):**
  - a. Maureen is now the director for Office of International Education
  - b. Maureen proposed that additional countries be added to the list of applications exempt from providing proof of English language proficiency
- 3. Meetings:**

Friday, November 10, 11:00-noon  
Friday, December 8, 11:00-noon
- 4. Study Abroad Support:**
  - a. Student Funding
    - i. Seek opportunities from the community for students to fund their study abroad.
    - ii. Work with Development on securing funding.
    - iii. Utilize the Day of Giving event to support Study Abroad funds for students
  - b. Promotion
    - i. The committee discussed ideas on partnering with departments and advisors
    - ii. Initiate (or leverage) events to advocate study abroad.
    - iii. (further) Utilize International Education Week (November 13-17) to promote study abroad, not only to students, but also faculty and staff (advisors)
    - iv. Consider ways to get internationally focused events on the PFW main calendar as well as other avenues for outreach.

- v. Reach out to Kent Johnson and Kim Meyers to develop information for onboarding advisors regarding study abroad
- c. Recordkeeping of International activity
  - i. Partner with the DEI office, Marteze, to include data gathering on issues of international events, panels, service, and other forms of engagement.
  - ii. Seek data from OAA to query Faculty Success about international research endeavors.

**Approve**

Nurgul Aitalieva  
Adolfo Coronado  
Assem Nasr  
Mieko Yamada

**Object**

**Abstain**

**Absent**

John Jensen  
Cheu-jeY Lee

**Non-voting**

Maureen Linvill  
Ryan Meriwether  
Sandy Oo

**International Education Advisory Subcommittee  
Minutes of Meeting  
Thursday, 7 September, 2023**

**Attending:** Nurgul Aitalieva, Adolfo Coronado, John Jensen, Cheu-jey Lee, Maureen Linvill,  
Assem Nasr, Mieko Yamada  
**Absent:** Ryan Meriweather

The meeting began at 10:00am with welcome and introductions specifically requesting guidance on planning ahead to support all facets of international education on campus. The following items are the main points of discussion:

1. Study Abroad
  - a. Need for faculty buy-in to be able to enhance study abroad opportunities and enrich student experiences.
  - b. Suggestion for forming a committee that undertakes and develops new study abroad procedures.
2. Office of International Education (OIE)
  - a. OIE's search for director is ongoing and will be led by the Office of the VC of Enrollment Management and Student Experience.
  - b. OIE is developing means to promote faculty acculturation and knowledge in dealing with non-local students with a diverse cultural background.
  - c. OIE and Professor Suin Roberts will engage with Purdue WL's workshops and programs to find channels for training and supporting faculty understanding of intercultural communication.
3. IEAS members have expressed interest in offering expertise and member roles (on campus) to help leverage the above endeavors.
4. Ideas on Moving forward
  - a. Advocate for resources for all international education-related offices
  - b. Seek external opportunities for funding students to go on study abroad (such as Fort Wayne Metals and Parkview, for example)
  - c. Get academic advisors to help promote study abroad
  - d. Keep record and feature international engagement (students, activities, research... etc.).
  - e. Catalog specializations and expertise for easy access for Fort Wayne community to staff, scholarship, and services that are internationally focused.
  - f. Appoint a student representative (UPDATE: Josh had reached out to the Student Government but to no avail).

**Approve**

Nurgul Aitalieva  
Adolfo Coronado  
Cheu-jey Lee  
Assem Nasr  
Mieko Yamada

**Object**

**Abstain**

**Non-voting**

John Jensen  
Maureen Linvill

