

International Committee  
1/19/2017 Meeting Minutes

**Date:** 1/19/2017

**Attendees:** Scott Cohen, Jerry Emerick, Cami Sanderson, Lisa vonReichbauer (Piram)

**Not in attendance:** Mary Lier, Antionette Epps, Roberta Teahen, Jim Rumpf

Meeting called to order at 11:05 AM

Approval of minutes from December 8, 2016 was deferred until next meeting due to attendance.

**Discussion - International Educator Award Documents**

Members of the committee are encouraged to nominate and reach out to those that may be candidates for the International Educator Award.

Modified last meeting minutes to indicate that Cami was not in attendance.

**Criteria For Evaluation Documents and Web Site Revisions**

- Date Changed
- Contact for nominees changed to committee
- Minor revision to clarify that candidates can self-nominate
- Changed Title to “International Educator Award”
- Revised sentence that starts with “Nominees will also be contacted...” to be more consistent and accurate.
- Changed contact to Secretary of Academic Senate from Academic Senate office and email address.

Need to reduce three separate criteria documents to one such that they are consistent and easier to maintain. Proposed that we place this on next year’s agenda.

**Discussion - Committee Responsibilities Review**

- Item 1, bullet 2 changed to Paula Hadley-Kennedy to Secretary of the Academic Senate
- Reviewed other changes to the document from the last meeting
- Discussion regarding Scholarly activities in vitae. No changes.
- Need to revise all documents to be consistent with criteria and requirements such as the 3 letters of nomination. This needs to be stated as a requirement since the committee uses this as criteria.
- Remove second sentence from last bullet under item 2 as it is redundant.
- Remove “on behalf of committee” in item 3.

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A suggestion was made that we create a single pdf of the master criteria document and then replace text content on web site with a link to the pdf.

**Discussion – Nominee Information Request Letter Review**

- Reviewed and accepted with no changes

**Discussion – Evaluation Rubric Review**

- Exceeds Expectations – Added sentence to all criteria “related to International Education, ...”
- Need to fix spelling of “University”
- Moved Additional Letters of Support as separate criteria since it is not required but may inform other areas of the rubric and evaluation.

**Deadlines** related to the Award process were reviewed.

**Next meeting** is confirmed for 2/14/2017 11 AM IRC 134.

**Respectfully submitted by Jerry Emerick on January 23, 2017.**