

Faculty Senate Committee Bylaws: International Education Committee

Adopted 02/04/2020

The Purpose of the International Education Committee

The International Education Committee (IEC) supports and guides the work of the Center for Global Engagement and provides broad input on international education.

The responsibilities of the International Education Committee are to:

1. consider all matters related to international education, including study abroad programs, student and faculty exchanges, international curriculum and program development, faculty development opportunities and event planning
2. provide members for and receive reports from the International Scholarship Committee, which allocates student scholarships for study abroad
3. provide members for and receive reports from the Visiting Scholars Committee, which supervises the Latin American Studies certificate program, Amos Eminent Scholar, and Fort Scholar.

The Composition of the Committee

The International Education Committee should be composed of the following:

1. three faculty members from each college and one from the library
2. Three students- 1 student government association representative, 1 international student, and 1 CGE Ambassador/ISC student
3. the vice president for university advancement, the vice president for student affairs, the director and assistant director of the Center for Global Education, the director of academic information, the international student admissions officer, the international student and scholar coordinator, and the study abroad coordinator as ex officio members

Membership is based on faculty members' requests to the Faculty Senate while taking into account the need for representation of all major academic units as well as closely related offices such as Student Affairs. Membership is a 3-year term of service.

Committee Officers

The assistant director of CGE will serve as the chair for the International Education Committee.

The committee oversees a wide-range of international education programs through its subcommittees. Each subcommittee is chaired by an IEC member and includes other IEC members, although the subcommittee chairs may co-opt other faculty members and staff who teach in the field or provide related services. Each subcommittee chair reports to the IEC. Recommendations of the subcommittees are considered motions when presented to the IEC.

Calendar and Visitors

The IEC meets twice each semester.

When timeliness requires quick action before an IEC meeting, subcommittee recommendations are submitted to the IEC Chair and CGE Director for review and consideration. These are always later submitted to the IEC for review. Examples include the Fort and Amos Scholar recommendations, scholarship selections and study abroad program proposals.

Additional meetings may be called at the discretion of the chair to consider urgent items raised in Faculty Senate or brought to the attention of the Faculty Senate Executive Committee. The chair may, when necessary, call for an email vote. The dates, times, and locations of meetings should be provided via email with two weeks' notice.

All committee meetings are open to visitors, and every effort should be made to maintain an accurate and accessible calendar of meetings.

Content of Meetings

The chair of the committee (with input from members) will report on old and new business related to topics relevant to the committee. This will include, but not be limited to, internationalization of the campus, Center for Global Engagement events/activities, international initiatives, etc. (see items under 'Purpose of the Committee' for more information.

Revisions to the Bylaws

Bylaw revisions may be required from time to time to reflect changes in policy or organization. Revisions to the Bylaws require a two-thirds vote of the voting members of the committee.

Procedure for Committee-Specific Service Functions

The IEC performs its established service functions through its subcommittees. Their roles are as follows:

A. International Studies Certificate

- 1. Provides academic program oversight and reviews any changes in the International Studies Certificate;**
- 2. Provides feedback to the coordinator from each college while assisting in the promotion and advising of students for their college.**

B. Visiting Scholars

- 1. Reviews and recommends an Amos Eminent Scholar in Latin American Studies each year;**
- 2. Monitors the Latin American Studies Certificate Program (a USG program).**
- 3. Reviews and recommends a Fort Foundation Visiting Scholar in European Studies each year;**
- 4. Monitors the European Union Studies Program (a USG program).**

D. Study Abroad

- 1. Reviews all new study abroad program proposals making a recommendation to approve, approval with revisions or reject;**
- 2. Reviews existing study abroad programs as requested by the Director of CGE;**
- 3. Monitors the guidelines and procedures for study abroad programs and recommends changes as needed.**

E. Scholarships

- 1. Reviews applications for study abroad scholarships and makes awards five times each year to CSU students;**
- 2. Considers criteria for awarding scholarships as needed.**

F. International Students

- 1. Monitors cross-cultural orientation and other services for international students;**
- 2. Coordinates among CSU offices assisting international students;**
- 3. Advocates on behalf of international students.**

G. International Learning Community

- 1. Develops an international theme for each academic year;**
- 2. Provides feedback and input on the co-curricular and extra-curricular activities relevant to the international theme.**
- 3. Assists in coordinating and facilitating ILC events.**

Procedure for Faculty Senate Policy Review

I. Receipt of Policy Proposal and Charge

In keeping with the University's Policy on Policies ([Link](#)), and the Faculty Senate Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation ([Link](#)), each Senate

Committee will receive policy proposals from the Executive Committee with a specific charge to review the proposed policy and to provide appropriate feedback.

II. Role of Senate Committee in the Policy Proposal Review

Each Senate committee functions in an advisory capacity, which means they may provide recommendations and feedback on any aspect of specific policies, but have no policy-making function in the process.

III. Policy Review Process

The process in which the committee performs policy review is at the discretion of the committee's chair, but should be adopted in the best interests of thorough and timely review on behalf of the Faculty Senate.

IV. Timeline for Initial Policy Proposal Review

Once a committee receives a policy proposal and charge, they will be expected to perform first review of the policy proposal and provide comment as a committee within one month of receiving the proposal from the Faculty Senate Executive Committee.

V. Voting on Recommendations for Faculty Senate

In instances where the review process calls for a motion to vote on a proposal, the committee must have a quorum present to conduct a vote. In this case, a quorum is a majority of the committee's voting membership.

VI. Notification and Reporting to Faculty Senate

After completing a review of a proposed policy, the committee will notify the Faculty Senate Executive Committee that it has completed the policy review. In notifying the Faculty Senate Executive Committee, the Committee Chair must be prepared to (1) report in person, and (2) provide written documentation of the committee's process in conducting the policy review. Reporting guidelines will follow the Procedure for Faculty Senate Policy Review.

VII. Committee Reporting Process

The Faculty Senate will hear the committee report, ask questions, and potentially provide feedback on committee recommendations at the meeting session. In the event that there is an approved motion to perform additional review on the committee's initial recommendations, the Faculty Senate Executive Committee will charge the Committee Chair to convene the committee and complete the new charge within the subsequent month's time.

Upon completion of the second charge, the Committee Chair will provide a follow-up report on the committee's work and be present at the next meeting of the Faculty Senate to answer questions.

Faculty Senate Reporting Format and Guidelines

I. Required Elements in Each Committee Report

Each committee should report on their work, whether in line with traditional committee-specific function or on the basis of a policy review charge and address the following items in their report:

- **Committee Charge**
- **Current Membership**
- **Meeting Date and Time**
- **Membership in Attendance**
- **Problem/Task addressed by committee**
- **Synopsis of discussion pertinent to addressing the Problem/Task**
- **Feedback of committee**
- **Motions considered, complete with numeric results**
- **Current status report on charge**
- **Requests from committee of the Faculty Senate**

II. Attendance of Role of Committee Chair in Reporting

In addition to providing the required written report, the Committee Chair must be in attendance to provide additional context or address specific questions from Senators and Guests in attendance.

On matters of policy review, Committee Chairs are asked to provide a full verbal report in addition to the written documentation for the Faculty Senate. On other urgent matters, the Faculty Senate Executive Committee retains the right to request a full report from the Committee Chair in addition to a written report.

III. Timeline for Written Reports to Faculty Senate

To permit a thorough review of reports from each committee the Committee Chair is required to provide a written report on committee workload to the Faculty Senate Secretary one full week prior to reporting to the Faculty Senate. This means each Senate Committee should complete their charges prior to the required reporting date. If for any reason the Committee Chair cannot provide a written report on customary committee business, they must notify the Faculty Senate Secretary one full week prior to the requested report date before the Faculty Senate.

On matters of proposed policy review and emergency business, the Committee Chair must report at the Faculty Senate meeting following the charge, and therefore, must perform review and provide a report to the Faculty Senate Secretary one week prior to the monthly meeting of the Faculty Senate.

Faculty Senate Policy Revisions

I. Presidential Decisions and Feedback on Vetoes

As state in the Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation of Senate Business (Link), the President of the University holds the final approval of proposed university policy from each of the shared governance bodies. The President has the ability to (1) approve or (2) veto a policy after collection of feedback from all appropriate bodies and the Executive Leadership Team. In instances of a veto, the President shall provide a thorough justification for the veto and provide feedback to facilitate revision that would earn approval.

II. Role of Senate Committees in Proposal Revision Process

In instances where the Faculty Senate votes for revision, the Faculty Senate Executive Committee will charge the Senate Committee previously tasked with policy review to revisit the proposal and provide revision on the basis of Presidential feedback at the subsequent Faculty Senate Session meeting. The committee will provide a verbal and written report on the revised proposal that adheres to the guidelines established in the previous section.

Periodic Policy Review

I. Receipt of Policy Review Charge

Under the University's Policy on Policies (Link), all University is subject to periodic review. In such instances, the Faculty Senate Executive Committee will charge the appropriate committee with revisiting previously approved policies to perform revisions deemed necessary.

II. Procedure for Performing Policy Review

The Senate Committee will perform the review and reporting process according to the procedure for review and reporting guidelines provided above.

Documentation of Faculty Senate Committee Business

I. Purpose of Written Documentation

In keeping with the Procedure for Policy Proposal, Review, Provision of Feedback, and Documentation (Link), each Senate Committee will provide a written report of its work to the Faculty Senate Secretary one week prior to reporting before the Faculty Senate for archiving of Senate Committee business.

II. Organization and Location of Written Documentation

The Faculty Senate Secretary will hold each committee report as part of the monthly meeting record, and it will be housed as part of the Faculty Senate's monthly business. During the academic year, these will be posted on the Faculty Senate website (Link).

III. Organization of Annual Written Documentation

At the end of the academic year, the Faculty Senate Secretary will turn over a copy of each month's minutes, committee reports, and recordings to the Faculty Center Administrative Assistant and Faculty Senate Executive Officer.

IV. Archiving of Annual Written Documentation for Future University Use

It is the responsibility of the Faculty Senate Executive Officer to turn over the documented items for Senate Meetings for the academic year to the university archivist for storage. In so doing, the archivist will maintain an openly accessible file of Senate Committee business in an effort to promote continuity through committee membership turnover.