

## **International Education Committee**

**Thursday, December 1, 2011**

**Vice Presidents' Conference Room, Building 10, Room 482B**

### **Summary Notes**

**Members Attending:** Susan Estes, Jennifer Hughes, Yaping Li, Maggie Skaff, Brandon Smith

#### **Welcome and Introductions**

Jennifer and Susan welcomed the members of the committee and thanked them for their willingness to serve on the committee. Members of the committee were welcomed and introduced themselves.

#### **Role and Purpose of Committee**

Jennifer and Susan provided a draft of the role and purpose of the committee (see attached). There is a District Steering Committee that has been formed. Jennifer Hughes, Susan Estes, Henry Villareal, and James Carranza are the CSM representatives. However, it is important to have an international committee at the college level to provide oversight for our International Student program and to ensure collaboration with the District's efforts to increase international student enrollment. It is very important that we engage the faculty in a variety of ways, including ideas for continuing to globalize the curriculum.

#### **Update on District International Education Steering Committee**

Jennifer and Susan shared the summary notes from the District International Steering Committee meetings that have taken place. They elaborated on the role of the District Committee and reviewed the committee membership. As concerns/issues arise at the college level, Jennifer and Susan will bring these to the District Committee.

#### **Cultural Activities on Campus**

One of our goals is to expand the number of cultural activities for CSM students. Maggie mentioned the importance of engaging the Center for Student Life in helping to coordinate these activities and so seek their assistance in encouraging our international students to become involved in student clubs and organizations.

#### **Position Request – Program Director**

Jennifer provided information regarding the International Education Project Director position for CSM. At the present time, Maggie Skaff, Program Services Coordinator, is responsible for overseeing all international student admission which is very complex because of the federal regulations. Martin Bednarek is the counselor assigned to international students. However, with the continued attrition of full time counselors, Martin's time working directly with international students has been significantly reduced. In the past, CSM had a Project Director (who subsequently retired) who provided oversight for

the program and conducted recruitment, counseling and coordinated college activities for international students. The District recognizes the need for the each of the college's to have an adequate infrastructure in place in order to increase international student enrollment and has committed funds to support the infrastructure. Skyline and Canada have already hired their Project Directors. We hope to fill the Project Director position sometime in the spring.

### **Faculty Interests/Concerns**

Maggie pointed out that many of our international students are on waitlists for classes. Many of the courses that they need, particularly ESL and mathematics, are already closed. She will continue to work closely with Jennifer and Susan so that as funds permit and faculty are available additional sections may be opened up for spring.

### **Set Meeting Schedule**

The committee agreed to meet once per month. Thursdays at 2:30 p.m. work for everyone. Jennifer will set up the schedule.

### **Other Items**

None