

**CSM International Education Committee**  
**Tuesday, September 8, 2015, 2:30 – 3:45 pm**  
**Meeting Summary**

**Committee Members Attending:**

Renee Bu, Jennifer Hughes, Nancy Paolini, Danni Redding Lapuz, Jan Roecks, Henry Villareal, Chris Woo, Jing Wu

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**Review the Meeting Agenda**

The agenda was approved.

**Review Summary Notes from March 2014 Meeting**

Summary notes were approved.

**Enrollment and Admissions Update** – Enrollment: We have 418 international students for Fall 2015. Of those 171 are new incoming students. We hosted two 3-day orientations during the summer. China/Asia continues to be our largest group of students. Due to planning and the offering of co-horted ESL classes, registration of students was much smoother than past semesters. Still have need for additional math sections (particularly Math 222 and 251). District is exploring the idea of pre-enrollment and pre-orientation. Admissions: We are receiving a large number of applications so far and the next two months will be the heavier months for receiving supporting documents and actual processing. The district has decided to move forward with Terra Dotta as a CRM to manage the application process. This will allow for faster processing and eliminate the manual data entry into SEVIS and Banner.

**Events/Programs** – The International Education Program is partnering with the International Club to offer World Chat for a second semester. We are also considering developing an event for International Education Week in November. The International Ambassadors program is in its first semester with 7 ambassadors. Students will work in focus areas: office support, outreach, events/media. World Mixer event a success with roughly 100 attendees.

**Campus Internationalization Plan** – Progress includes: meeting with professional development regarding the creation of faculty/staff training modules, outreach to partner with MANA program for World Chat and Poly Club for International Education Week. International accelerated ESL course idea presented to ESL faculty. Met with ESL/English faculty to discuss plagiarism and supporting international students. Met with Study Aboard coordinator to discuss collaboration and support for SA at CSM campus – will attend training. Danni and Wissem will present at regional NAFSA conference: “Globalizing Your Campus: A framework for Integration and Collaboration.”

**District International Education Advisory Committee Update** – Introduced new branding name “San Mateo Colleges of Silicon Valley” and new administrative structure with Vice Chancellor Eugene Whitlock taking the lead and coordination of activities. There will be a revamping of recruiting structure/planning and integration of CRM to manage recruiting and admissions process for international students. District is creating a new account code for international health insurance fee to help manage Health Center budget issues. District developing new Peer Transfer partnership for payment of application fee from abroad.

**Updates from District International Education Advisory Committee:**

District created table of next steps based on BPA findings, committees have been created and will be meeting to work on various topic areas. VPs and Deans at various colleges are taking leadership roles and international teams are collaborating on most topic areas.

**Updates from Committee Members:**

New committee member, Jing Wu will be replacing Yaping Li as a representative from department. Student representative will be assigned in coming weeks.

**Other Items**

None.

**Next Meeting: Tuesday, October 13, 2015**