

**ACE Internationalization Lab
Steering Committee Meeting**



UNIVERSITY OF CALIFORNIA
SANTA CRUZ

**Global
Engagement**

December 17, 2018, 8:30am-10am

Handout: [Center for Internationalization and Global Engagement \(CIGE\) Model for Comprehensive Internationalization](#)

Committee Membership: (* - Co-Chair; ^ - Unable to attend)

Scott Brandt, Elisabeth Cameron, Matthew Clapham*, Becky George*, Lisbeth Haas^, Jeremy Hourigan*, Richard Hughey*, Galen Jarvinen, Steve Kang^, Lori Kletzer^, Tracy Larrabee, Flora Lu (via Zoom), Katharyne Mitchell*, Katia Obraczka, Massimiliano Tomba^

- Richard called the meeting to order at 8:30am
- Richard introduced the proposed department visits logistics:
 - To begin Jan. 9. The purpose of the visits is to hear about what is going on in departments with regard to international activities and how the Lab can help them achieve their goals of internationalization
 - The overall goals are to generate greater awareness of the Lab; Gather information prior to sub-committee work about international activities in the departments; promoting engagement with the survey for better results
 - The expectations of steering committee members is that they will attend 2 to 4 of these visits throughout the Winter quarter, one visit in their own department/division, another outside of their division.
 - The sign up sheet for steering committee members was passed around to indicate their interest/availability for scheduled department visits.
- Jeremy discussed a long-term goal of creating a “visual network”, to raise our footprint and branding abroad.
 - A committee member asked, who is the audience for this?
 - The long-term goal is to have the information on a website easily accessible like a map to see who is doing what where. This would be a faculty resource to see where other people are working abroad.
 - Steering committee membership would like to see a basic “mission statement” on what internationalization is; also, some success stories
- Richard asked steering committee members to form three different subcommittee groups, approximately 5 members per group w/ at least one steering committee co-chair joining each subcommittee, around three of the six pillars of internationalization.
 - The subcommittees formed are:
 - Curriculum, Co-Curriculum, Learning Outcomes; Richard Hughey, Flora Lu, Galen Jarvinen, Tracy Larrabee
 - Student Mobility; Jeremy Hourigan, Elisabeth Cameron, Katia Obraczka
 - Collaboration & Partnerships (w/ Pillar: Faculty Practices incorporated) Becky George, Steve Kang, Scott Brandt, Matthew Clapham, Katharyne Mitchell
 - Absent Steering Committee members who need to join subcommittees: Massimiliano Tomba, Lisbeth Haas, Lori Kletzer

- The subcommittees broke out and discussed these items:
 - formulate 2-3 questions for use in survey (advice for types of questions)
 - identify individuals outside of steering committee to join subcommittees
 - identify individuals to consult with as subcommittees begin data collection
- Richard wrapped up the meeting with a few announcements:
 - Invitation to steering committee members to review the [ACE iLab Timeline](#) and note milestones for data collection/synthesis
 - Reminder of need for each steering committee member to attend at least two department visits
 - January and February meetings will convene for one hour and will spend 15 minutes for updates and 45 minutes on subcommittee work (consultations, etc.)
 - Subcommittees to consider additional questions or data not included in the faculty survey, bring to the January 28th meeting.
- Meeting adjourned: 9:50am