MEMORANDUM

To: Doug Dykstra  
Chancellor, Windward Community College

From: Toshi Ikagawa  
International Education Committee Chair

ACTION REQUESTED:  
Approval of the Charter for the International Education Committee.

PURPOSE:  
The purpose of developing a Charter for this standing committee is to further strengthen its role as the primary mechanism for providing international education opportunities to the campus and to formalize the duties and responsibilities for this Committee.

ACTION RECOMMENDED:  
It is recommended that the Chancellor approve the Charter for the International Education Committee.

Approve  /  Disapprove

________________________  4/17/15
Doug Dykstra  
Chancellor  
Windward Community College
Charter for International Education Committee

April 15, 2015

1. Name
The International Education Committee

2. Relevant System and College Policies
UH Board of Regents: http://www.hawaii.edu/offices/bor/policy
UH Community College Policy
   • UHCCP 1.103 – International Education Committee
WCC Campus International Strategic Action Plan

3. Sanctioning Authority
The Committee’s authority is derived from the Vice-Chancellor of Academic Affairs.

4. Oversight
The Vice-Chancellor of Academic Affairs provides oversight to this committee. The elected Chairperson shall report directly to the Vice-Chancellor of Academic Affairs (or the delegated administrator responsible for international education).

5. Purpose
The committee plans, develops, provides, and maintains international education-related activities including, but not limited to, the following:
   • Advise groups within and beyond the college on curriculum development relevant to international education
   • Serve as liaison with foreign higher education institutions
   • Serve as liaison with the UH International Education Steering Committee, and UHCC International Education Committee
   • Provide information on study abroad opportunities and grants
   • Support and recruit International students
   • Promote international research projects
   • Facilitate participation in the Fulbright program and other external sources of support for the College
   • Support the collection and presentation of data on international education for the College

6. Membership
Membership is for one year with no term limits. Membership will last from the beginning of the academic year in August to the following July, with the expectation that the committee will not meet in the summer except in the case of an emergency or in situations where only informal feedback is sought.
There will be nine voting members in addition to the chairperson:

- Two are halftime or greater faculty or staff members, one each from Division I (Humanities, Language Arts, and Academic Support) and Division II (Mathematics and Business, Social Sciences, Natural Sciences). They are decided by self-nomination and a vote of each division's members, organized by the Office of Academic Affairs.

- Two are at-large, halftime or greater faculty or staff members who have experience with international students, international organizations, involvement with international studies (such as leading students on foreign excursions), experience living aboard or are fluent in foreign language. The committee will forward a list of nominees to the Vice-Chancellor of Academic Affairs to confirm their appointment.

- One is a staff representative (either APT or Clerical) self-nominated and appointed by the Vice-Chancellor of Academic Affairs.

- One is a halftime or greater faculty or staff member from Student Affairs. The representative is appointed by the Vice Chancellor of the Office of Student Affairs.

- One is a person appointed by the Director of Continuing and Community Education.

- One is a person with experience with International Education or program development that can be a member of the college, a member of the community, or anyone else whose input would be valuable for improving the college's international education endeavors. The Committee will solicit nominations from the Community or College and submit those nominations to the Vice-Chancellor of Academic Affairs for selection and appointment.

- There will be a voting membership for a Student representative contingent on availability. The student representative will be appointed by the WCC ASUH or through the WCC ASUH faculty/staff coordinator.

Non-voting membership is unrestricted. Non-voting members may serve on subcommittees.

All members are required to attend over 50% of annual meetings or have contributed valuable service to committee efforts in order to receive a letter of recognition of membership and participation.

The chairperson will set deadlines for nominations and elections in early the Spring semester of the Academic Year to provide enough time to allow members to plan their schedules and commitments for the following Academic Year.

7. Leadership
The voting members of the committee will elect the Chairperson. Only voting members of the committee can serve as chairperson. The chairperson will serve a two-year term
and continue to be a voting member of the committee. The elected chairperson attends quarterly meetings of the UH IESC and UHCC IEC.

The chairperson will appoint a recording Secretary. The duties of this position may be handled as a permanent appointment (for a period not to exceed one year), or may be shared among members.

At the end of a member's term of service, the chairperson is responsible for generating an official written acknowledgment to that member for their service.

8. Compensation

The elected chair shall be eligible for 3 credit hours of release time (or equivalent) per semester in order to facilitate and expedite the processing of scholarship applications, memorandums of agreements, data collection, reporting documents, and the coordination of events resulting from the activities of the International Committee.

9. Meetings

A quorum for the meeting of the committee shall be 5 of the 9 regularly voting members. Face-to-face meetings can be arranged by the chair or by a majority of committee members.

Unless responding to an urgent need, meetings ought to be scheduled at least two weeks in advance with a draft of the agenda distributed at least a week in advance.

The Committee Chairperson from the previous year, if available, will convene the first meeting of the year.

10. Decision-Making Procedures

The committee shall formulate its advice on international education based on input from the college and the committee's own deliberation. The advice ought to include the rationale for the advice and include, where appropriate, alternatives and opposing opinions.

Voting on specific proposals can be done via email or a secure online voting system.

11. Subgroups

The committee may create ad hoc committees to focus on particular issues as desired.

12. Documentation

The committee records discussion, recommendations, and decisions via minutes, memos to the Vice Chancellor of Academic Affairs, and other communication as appropriate. Minutes and an annual report are made available on the College website.
The chair is responsible for ensuring that all documentation is posted through whatever appropriate channel on the college's website.

13. Assessment of the Group
The committee will ensure that an anonymous comment box is available on the committee's web page and will participate in college-wide assessments of chartered committees and other forms of assessment.

14. Dissolution of the Group
A memo to that effect from the Vice-Chancellor of Academic Affairs can dissolve the Committee.

15. Modification of a Group's Charter
The Vice-Chancellor of Academic Affairs can modify the charter through a memo. The committee can make suggestions to the Vice-Chancellor of Academic Affairs to modify the charter.