Present: Terry Ballman, Gary Berg, Rainer Buschmann, Jorge Garcia, Ivona Grzegorczyk, Tiina Itkonen, Kimmy Kee-Rose, Norma Maidel, Callie Pettit, Jerilee Petralba, Don Rodriguez, Jane Sweetland, Ashish Vaidya

1. Review of Minutes
   m/s/a – Gary Berg/Ashish Vaidya/Committee

2. University of Hidalgo
   a. Reviewed template for Letter of Intent
      i. Ok by Chancellor’s Office
      ii. Letter of Intent approved by committee
   b. Reviewed template for Memorandum of Understanding
      i. Point 5 should include articulation & registrars office
      ii. Section III – Purpose of the Agreement – section A should state “Exchange of students, teaching and research personnel.”
      iii. Further review required
   c. Reviewed template of Student Exchange Agreement
      i. Article III – Address if #’s are uneven. Consider a date each year where provisions must be established.
      ii. Article IV – Changed from one academic year to “one semester.”
      iii. Article V – Ok
      iv. Article VI – Change parent institution to “host institution”
      v. Language in document requires further cleaning before agreement is finalized.

3. World Affairs Council Membership-Norma Maidel
   1. m/s/p – Beth Hartung/Tiina Itkonen/Committee

4. UNIV 392-Math Exchange-Jorge Garcia
   a. The course was proposed by Jorge to the committee as a 1 unit course for the UNIV 392
   b. Suggestion about attending World Affairs Council Event to discuss exchange trip.
   c. Proposal approved

5. Curriculum
   a. Distributed as a list of courses that from the catalog description have an international component. Need to send to chairs to finalize list to make sure each major had a course with an international component.

6. Update on International Week
   a. Requested feedback from the committee more updates to be discussed in the next meeting.

7. Other
   a. Jane Sweetland – Provide copies of “The Internationalist” magazine. Possibilities for students who have participated in the Study Abroad program to submit articles about experiences, etc…
b. Ashish Vaidya – End of meeting

c. Next Meeting Jan or Feb.