

August 17, 2011

To: David Anderson, Convener
International Education Committee

From: Steve Senger, Chair
Faculty Senate

This memo is intended to serve as the initial charge letter to the International Education Committee for the 2011-2012 academic year. Please see the revised standing committee page for reference to the committee bylaws and previous charges and reports (<http://www.uwlax.edu/FacultySenate/FacultyCommittees/FacultyCommitteesIndex.htm>).

Per Faculty Senate Bylaw II. (s): “Each faculty committee shall hold an organizational meeting and report the name of the chairperson to the senate office by **October 1**. (Joint Chairpersons are not permitted.)”

Therefore, as the convener of the International Education Committee, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:

- promptly informing the Senate office (5-8018) the results of the election of officers and any changes in committee membership.*
- organizing and conducting meetings.
- completing a year end report on the International Education Committee activities to be submitted to the Senate Office no later than May 31, 2011.

*The committee chairperson should carefully review Faculty Senate Bylaw II, “Faculty Standing Committees” for information on committee attendance and the role of alternates.

Primary responsibilities of the secretary include:

- recording minutes of each meeting.
- promptly sending approved meeting minutes to Sibbie Weathers (weathers.sylv@uwlax.edu) so that the minutes can be posted on the faculty senate website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Sibbie Weathers.

We will continue to use *Posterous* for both meeting announcements and reporting of meeting minutes. Committee chairs are responsible for including the *Posterous* address (post@fscommittees.posterous.com) on meeting announcements. This will satisfy the Open

Meetings requirements. Committee secretaries are responsible for sending minutes to both Sibbie and the *Posterous* site.

In addition to the committee's normal duties, I ask that the committee consider and report on the following special charge:

- When UWL faculty are involved in non-UWL sponsored international programs there can be concerns about maintaining clear delineation of the faculty members role in the program. Review issues connected with UWL faculty involvement in such programs and if appropriate make recommendations for Senate approval.

Other specific charges may be assigned to the committee during the academic year as the result of Senate action.

If you have any questions please feel free to contact me. Finally, if the Senate Executive Committee or I can assist your committee in any way during the year, please do not hesitate to ask.

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cc: International Education Committee Members