

COMMISSION ON OUTREACH AND INTERNATIONAL AFFAIRS

Minutes

October 20, 2022; 3:30-4:30 p.m.

120 Gateway/Zoom

Attendance (in person): Jan Helge Bøhn-Presiding, Francisco Carvallo, Guru Ghosh, Don Hempson, Farida Jalalzai

Attendance (via Zoom): Terry Clements, Ben Grove (for Ed Jones), Paul Knox, Penny Muelenaer, Robert Oliver, Katalin Parti (for Bonnie Zare), Carlos Saint Preux, Angela Scarpa, Peter Schmitthenner, Susan Short, Richard Shryock

Guests: Mike Gutter, Kathy Hager, Theresa Johansson, Vicki Langford (presenter), Rich Mathieson, April Myers, Rick Sparks (presenter), Debra Stoudt

Absent with Notice: Jessica Agnew, David Brinberg, Dave Close, Sameen Hanan, Ed Jones, Megan Seibel, Bonnie Zare

Absent: Kenner Love

Welcome and Self-Introductions: Jan Helge Bøhn called the meeting to order at 3:33 p.m. and welcomed the group. Self-introductions were made; visual attendance was also taken; a quorum was established.

- 1. Adoption of Agenda:** Jan Helge called for a motion to approve the agenda; a motion was made; seconded; no discussion; all were in favor; the agenda was approved.
- 2. Announcement of Approval of Minutes, September 15, 2022:** Minutes from the September 15, 2022 meeting were sent out electronically for edits and were approved electronically. The minutes were sent to the Governance Information System; and can be found on the web (<http://www.governance.vt.edu/>).
- 3. Presentation: Transfer Credit Process:** Rick Sparks and Vicki Langford gave an overview on the Transfer Credit process, as transfers come into Virginia Tech, the evaluation process and what appears on the transcript. Rick described the domestic curriculum process that begins at the department level for a new program; moves through the curriculum committee; is reviewed at an institutional level; then reviewed and approved by the Board of Visitors (BOV) and the State Council of Higher Education for Virginia (SCHEV). For transfer credits within the U.S.; transfers from other U.S. institutions must be accredited. The Department of Education (DOE) has requirements as well as a process through the Southern Association of Colleges and Schools (SACS).

There is not an accreditation process for international universities; but the American Association of Collegiate Registrars and Admissions Officers (AACRAO) provides guidance and expertise; which requires more work to validate the institution. The transfer credits will not reflect a one for one process; credit conversion along with grading structures, translation, definitions and learning objectives are all taken into consideration. Elements for credit transfers going out include the course name, faculty member of record with proper credentials and issuance of a grade as a basic level; courses have moved through governance; but special study has not gone through governance and is annotated specifically. AACRAO provides standards; includes date of birth, institute name, certifications of the learning and other pieces of information on the transcript to ensure there is a control that can be verified. Academic and/or conduct suspension notices may also be included. Discussion included experiential learning and making transfer transcriptable for credit courses that are experiential in nature; well documented process may show up as a 0 credit. With too many 0 credits, best practice is not to include too much on the transcripts.

Guru Ghosh described the process at William & Mary that brought study abroad programs to be transcriptable within 10 years; whereas there became an established partnership between the Global Education Office to degree granting institutions abroad. There was a system in place to work with the Registrar's Office in tandem that academic departments and colleges were the purveyor of credit granting. Theresa Johansson offered that the process here at Virginia Tech has become much cleaner. Discussion included confusion of students when seeing a zero credit and missing the notification that the Academic Dean's Office needs to provide the authorization form or equivalent. Some agencies are able to empower their Global Education Office to be able to make some of the decision regarding credits. Some international universities do not provide an hour system but offered a certificate program.

Discussion also included the addition of experiential learning and how some degree programs are already over the 120 credits needed for graduation. The Pathways program has added time to the credits needed for graduation which was a much different process than the Gen Ed program which included lesser credits. There are a lot of components that include SCHEV requirements, approvals, learning outcomes, etc.

There were other conversations that included domestic transfers between U.S. universities as opposed to international transfers both incoming and outgoing. There are some guidelines and checks in place to validate the credit process; some include verifying AP credits; Dual Enrollment Credits from the Virginia Community College System; SACS accreditation process; guideline equivalents from AACRAO; policies and processes that are recognized by the Ministry of Education of various institutions; ETCS; Carnegie guidelines with regard to contact hours and credit hours. The suggestion was made to look at other agencies to review their processes and to see if we are on par with peer institutions. Guru thanked Rick and Vicki for their presentation and willingness to have an open discussion.

4. **Election of Vice-Chair:** Due to a lack of volunteers, this item was tabled; discussion to seek a volunteer outside of the meeting will be explored and brought to Commission members for voting.
5. **Acceptance of Constituent Reports and/or Minutes:**
 - A. **Chairman's Report:** University Council met September 19th to discuss the Commission Chair goals, other meetings have been cancelled. Approved University Council meeting minutes can be found at: <https://governance.vt.edu/meeting-materials.php>.
 - B. **Virginia Cooperative Extension (VCE):** Ben Grove gave the report which Kimberly Rhodes read. Dr. Mike Gutter officially begins Nov 1 as Associate Dean and Director of Virginia Cooperative Extension. He joins us from the University of Florida. VCE is in the middle of fall district conferences being held across the state in each of our five districts. The VCE Annual Winter Conference will be held on campus February 6-9. VCE celebrates the Saunders Family of Nelson County being named 2022 Swisher/ Sunbelt Ag Expo Southeast Farmer of the Year earlier this week. The Saunders Family is a multi-generation Hokie family in Nelson County; and were nominated for this award by VCE.
 - C. **Engagement Leadership Council:** There was not a meeting since the last COIA meeting.
 - D. **University Committee on International Affairs (UCIA):** Farida Jalalzai summarized the meeting from September 26th to include: the charge for UCIA was given to members; the call for a Vice-Chair was announced; the Alumni Awards for International Education, Outreach and Research was announced; the working groups continued their work from last academic year to include a revision in the MOU process; global at home integrating cultures for on-campus and accessibility; a presentation of the sesquicentennial and upcoming activities at the Steger Center; leadership changes; and global alumni and setting up chapters around the globe.
6. **Call for Announcements/Commission Board Member Comments:** The call for announcements and comments was made; Rich Mathieson indicated International Education Week will be held Nov. 7-14. Full schedule of events here: <https://international.vt.edu/IEW.html/>

The next meeting will take place November 17, 2022

7. **Adjournment:** There being no further business, a motion to adjourn the meeting was made; seconded; all were in favor; the meeting adjourned at 4:35 p.m.

Respectfully submitted,
Kimberly Rhodes, Recording Secretary

PROPOSED DATES FOR 2022-2023 (Meetings 3:30-4:30 p.m. unless indicated otherwise)

- November 17, 2022
- December 8, 2022
- NO JANUARY MEETING
- February 16, 2023
- March 16, 2023
- April 20, 2023
- May 4, 2023