

Notes for ACE Internationalization Lab task force meeting June 4, 2009

Present: Said AbuBakr, Lee Balcom, Brett Berquist, Maira Bundza, Bill Davis, Mary Lagerwey, Don McCloud, Dini Metro-Roland, Bill Woods.

Others sent in information to Maira.

Lee Balcom, PhD student in evaluation who teaches Global Studies will help put together the report for the ACE Lab and analyze the survey data.

Maira reported on the conference call with Barbara Hill on June 1 and explained the time line. Notes from this meeting will be on the HIGE site.

Curriculum – Said AbuBakr

- Compiled list of General education courses that looked international
- Fine Arts - Bill Davis compiled list of courses and majors
 - Explained that there are also exhibitions with international content
- College of Business – have course list
- **Yvette Hyter is compiling a list for Health & Human Services**
- **Dini will look through the Education catalog**
- **Said will contact Gil Sinclair** from Aviation or go through the catalog himself
- **Lee will go through the Arts & Sciences** catalog
- Maira had a list of courses from the survey – passed these on to Lee
 - Group decided to incorporate courses mentioned in survey into final list, but indicate that they came from the survey in some way

Student, Faculty and Staff profiles

- Sheila Bair has contacted Human Resources about staff, but didn't know what information to ask for
 - There will probably be only numbers, but any description would be helpful
- Faculty description should be available from the university (who was going to do this?)
- Student profile should be available from Office of Institutional Effectiveness
 - **Mary will contact Eileen Evans**

Research and Sponsored Programs

- Steve Malcolm has contacted the people in the research office, but doesn't have anything to report yet
- Mary suggested looking at IDDFD funding to see who is doing international research and professional work

Communication and gathering information for the ACE report

- Please send all meeting notes and gathered information to Maira maira.bundza@wmich.edu and Lee Lee.a.balcom@wmich.edu
- **Lee will upload data** to the ACE Lab page on the HIGE site

Focus groups for students

- Evaluation center has said they can help us with this
- We need a small group to come up with focus group questions by September (any volunteers?)

Analysis of report

- IEC will have to do the analysis for the report during the fall semester
- College committees will need to be involved
- Working groups may be needed to bring pieces of analysis to the IEC

- Barbara Hill had a comment on our report format in an e-mail from June 4: "I had another thought about the nature of WMU's report. Iowa already had a strategic plan for International Programs and the Lab review allowed them to refine it. Hence, using their report as a model will not accomplish what I think WMU needs--a strategic plan for internationalization. My notes from the campus visit suggest that this is what your provost wanted...a product with concrete steps. That is what the team should accomplish over the summer and in the fall."
- University of Kentucky had a white paper with its vision for internationalization and a strategic plan (available from the HIGE ACE Lab Web page)
- Mary suggested looking at the IEC report to the Faculty Senate April 2006 for planning purposes

Descriptions of college activities

- Most colleges have an international committee and have given a report to the IEC, from which we will write up the couple paragraphs needed for the Lab report
- Fine Arts –since this college committee has not met for a number of years – **Bill D. will write up a few paragraphs about international activities in Fine Arts**
- Education – the committee has also not met for quite a few years, but Lee deLisle has taken on calling together to committee – **Dini will contact her and Kathy Cummings to get information for those few paragraphs on the College of Ed**