

**Forum on Education Abroad
Sixth Annual Business Meeting**

Saturday, March 3, 2007

7:00am – 8:00am

Austin, Texas

I. Welcome Remarks

Mary Dwyer, Chair of the Forum Board, opened the meeting at 7 am. In her opening remarks she noted that the Forum is as an organization in excellent shape. She cited that the transition to Dickinson College has gone very smoothly and the Forum enjoys the full support of Dickinson. Dwyer cited the leadership of Brian Whalen as president and CEO and the outstanding work of the Forum staff in helping to make the transition a smooth one.

II. Report on Activities and Status of the Membership

Brian Whalen, President and CEO, reported on the Forum's activities from June 2006 through February 2007. He thanked the membership for their support and for their work in bringing to fruition many Forum projects. Whalen noted the following achievements:

Administrative

- Received permanent 501 (c) (3) status from IRS
- Established operations at Dickinson College
- Forum Council Meeting in Carlisle, October, 2006
- Board meetings in Carlisle, July, 2006 and February, 2007
- Standards Summit in Carlisle, November 30-December 1, 2006
- Standards Pilot Project completed

Member Benefits and Services

- Quality Improvement Program (QUIP)
- Standards Toolbox available on web site for members
- New website launched with Blogs and ForumJobs
- Education Abroad Glossary on web site for feedback
- Volume 13 of *Frontiers* sent to Forum members
- *A Guide to Outcomes Assessment in Education Abroad* free to members
- *A History of US Education Abroad, Beginnings to 1965* free to members
- *Frontiers Undergraduate Research Volume II* free to members
- *Pilot Project Final Report* provided to members

- *State of the Field Survey* participation open to members
- Three Member Institution students selected for Undergraduate Research Awards
- *Research Database for Education Abroad (READ)* available
- Abroad View Magazine subscription free to members
- BEVI Outcomes Assessment Project open to members
- SAGE Outcomes Assessment Project open to members
- Presentations at North Carolina State Undergraduate Assessment Symposium open to members

Whalen then reported on the status of the Membership. Over 220 institutional members have renewed, paid, or pledged. He referred members present to the list of active institutional members on the Forum web site.

New Institutional and Organizational Members

Since July 1, 2006

Austin College

Bryn Mawr College

Central College Abroad

Chatham College

Flinders University of South Australia

Florida Atlantic University

Friends World Program at Long Island University

Global Student Experience

Hampshire College

Hobart and William Smith Colleges

Hope College

International Honors Program

Linfield College

Lewis and Clark College

Meredith College

Miami University of Ohio

Pacific Lutheran University

Rollins College

Saint Mary's College of Maryland

Scuola Lorenzo de Medici

Southern Methodist University Southern New Hampshire University

South India Term Abroad (SITA)

Texas Christian University

University of Central Florida

University of Kentucky

University of Missouri-Columbia

University of South Alabama

Ursinus College

Washington University in St. Louis

Whitworth College

Willamette College

III. Report from the Treasurer

Michael Vande Berg, Treasurer, reported on the solvency of the organization, referring to documents at hand (see charts below). He noted the 2005-06 audit report had been distributed, and that the auditor found the Forum's finances and accounting practices to be sound. He noted that the Forum was on very sound financial footing and that the future financial situation looks extremely positive

IV. Report of the Board's Nominations Committee

Jerry Wilcox, Vice Chair of the Board, reported on behalf of the Board's Nominations Committee. With the end of the terms of three Board members, the Nominations Committee has been actively seeking new members whose areas of expertise will enhance the work of the Board in strategic ways. The Board had approved the nomination to the Board of Greg Kvistad (Provost, University of Denver), and will vote on two or three other candidates by June 30.

Wilcox reported that at the February, 2007 Board Meeting, Bill Hoye resigned his position as Secretary of the Board, and that the Board had voted Barbara Rowe as Hoye's replacement. Also at the February meeting, the Board voted to extend Al Balkcum's term on the Board for an additional three years, ending June 30, 2010, to extend Barbara Rowe's term on the Board for an year, ending June 30, 2008, and to extend Jerry Wilcox's term on the Board for an additional three years, ending June 30, 2010.

V. Expression of Gratitude to Outgoing Board Members

Mary Dwyer thanked outgoing Board Members Bill Cressey, Bill Hoffa and Mary Lou Merkt for their service and leadership. She presented Bill Cressey with a token of appreciation, noting that outgoing Board members Hoffa and Merkt had received the same at the February Board meeting.

VI. Report on Activities of the Forum Council

Sheila Bayne, Forum Council Chair, reported on the activities of the Forum Council from August, 2006 to February, 2007. The Forum Council has been holding monthly telephone conferences and also met in person in Carlisle from October 1 to 3. Meetings focused on the numerous projects of the Goals Committees, including the Standards of Good Practice Pilot Project, the *Guide to Outcomes Assessment in Education Abroad*, the State-of-the-Field Survey, Glossary Project, an analysis of education abroad programs for pre-medical students, and the development of advocacy toolkits.

The activities of the Goals Committees include:

Data Committee (Chair: Stephen Hall, Bowdoin College) A state-of-the-field survey was sent to all voting members, and results have been posted on the Forum website. Results have been analyzed to determine concerns and possible future projects. The Research on Education Abroad Database (READ) has been developed and is being unveiled at the conference.

Standards of Good Practice Committee (Chair: Michael Steinberg, IES) A "Standards Summit" of stakeholders in the *Standards for Good Practice in Education Abroad* Pilot Project was held in Carlisle in late November. The gathering provided a valuable opportunity to brainstorm improvements and revisions in advance of the conference. The Standards Committee met in

Chicago on January 29 to discuss feedback provided at the Standards Summit and other sources, and prepare the third edition of the *Standards*, slated for summer, 2007.

Advocacy Committee (Chair: Lynn Anderson, University of California at San Diego) The Advocacy Committee has drafted a resource: “Indispensable Partners: Advocating with Academic Advisers.” This resource will be revised based on feedback from the conference session.

Curricular Development and Academic Design Committee (Chair: Lance Kenney, Villanova University) Conference presentations will focus on the impact of education abroad on medical school admissions and the feasibility of education abroad for students who are pre-med.

Research and Assessment Committee (Chair: Mell Bolen, Brethren Colleges Abroad) *The Guide to Outcomes Assessment in Education Abroad* debuts at the conference. In addition, the committee has prepared a conference session focused on integrating program evaluation forms into an assessment process. Various forms will be reviewed and discussed in light of making improvements that allow them to contribute to outcomes assessment.

VII. Results of Forum Council Election

Sheila Bayne then reported the results of the Forum Council election. She congratulated new Forum Council members Jim Citron (Colby College), Liam Ó Dochartaigh (University of Limerick), and Heidi Soneson (University of Minnesota), and reelected member Anders Uhrskov.

VIII. Expression of Gratitude to Outgoing Forum Council Members

Sheila Bayne thanked outgoing Forum Council members Lynn Anderson, Stephen Hall and Vija Mendelson, presenting those in attendance with a token of appreciation for their service.

XIV. Announcement of Forum Conference in Boston, Massachusetts, April, 2008

Nancy Downey, (Director of Programs, Division of International Programs, Boston University) took the floor and announced the next Forum Conference in Boston, Massachusetts, in April,

2008 (exact dates forthcoming). Boston University will act as host institution. Nancy outlined the many amenities and attractions of Boston and expressed Boston University's enthusiasm for serving as the host institution.

Mary Dwyer thanked all in attendance for their presence at the early hour, and closed the meeting at 7:50 am.