
The Forum on Education Abroad 2020 Annual Business Meeting

June 26, 2020

Welcome Remarks

Presented by Enda Carroll, Chair of the Board,
Associate Director, Center for Study Abroad
University College Dublin

AGENDA

- Board Chair's Welcome Remarks
- Report of the Council Chair
- Report of the President & CEO
- Management and Financial Report
- New Business and Q&A
- Adjourn

Please note: To cut down on background noise, participants will be muted upon joining the meeting.

We welcome questions using the chat function.

Board Members (2019-20)

- Tracey Bradley, ex officio, Tennessee Consortium for International Studies/Pellissippi State Community College
- Thomas M. Buntru, Universidad de Monterrey
- Joy Gleason Carew, University of Louisville
- Enda Carroll, University College Dublin, (Board Chair)
- Kerry J. Edmonds, Hollins University, (Board Treasurer)
- Christopher Elliott, University of Virginia
- Martha Johnson, University of Minnesota
- John Lucas, ISEP, (Board Secretary)
- Paul J. McVeigh, retired, Northern Virginia Community College
- Eveadean Myers, Prairie View A&M University
- Susan Popko, Santa Clara University, (Board Vice Chair)
- Patricia H. Scroggs, Howard University
- Lorna Stern, Arcadia
- Bruce Sillner, SUNY New Paltz
- Dawn Whitehead, AAC&U

Welcome to new Board members

A warm welcome to:

- Bill Martens, CFO, IES Abroad
- David Sadoff, Lecturer in Law, University of Pennsylvania
Carey Law School

who are due to join the board in July

Board Updates

- Board Self-Assessment & Capacity Development Training
- Mission Statement Taskforce
- Strategic Planning Committee
- Strategic Partnership Taskforce

Forum Annual Business Meeting: Updates from the Council

Presented by Tracey Bradley, Chair, Forum Council
Executive Director, Tennessee Consortium for International Studies

Council Members (2019-20)

- Keshia Abraham, The Abraham Consulting Agency
- Tracey Bradley, Tennessee Consortium for International Studies, (Council Chair)
- Brian Brubaker, Penn State University
- Christina Carroll, Florida State University
- Elena Corbett, AMIDEAST
- Rob Hallworth, IES Abroad
- Julie Maddox Korenko, MIT
- Annette Mares-Duran, University of New Mexico
- Mark Odenwelder, (Council Secretary)
- Joy Phaphouvaninh, University of Illinois Urbana-Champaign
- Anthony Pinder, Emerson College
- Uttiyo Raychaudhuri, University of Denver
- Craig Rinker, Georgetown University, (Council Vice Chair)
- Leo Rowland, SACI Florence
- Tynelle A. Stewart, University of Rochester

Thank you to departing Council members

A big thank you to the following Council members who are rotating off:

- Rob Hallworth
- Julie Maddox
- Mark Odenwelder
- Tony Pinder
- Tynelle Stewart

Council Election

- Thanks to all who voted!
- Newly elected members (3-year term):
 - Emily Gorlewski, Wesleyan University
 - Devin Foxall, School for Field Studies
 - Hannah Hopkins Kilgore, CASA Trinity College Dublin
 - Kyle Rausch, University of Illinois at Chicago
 - Craig Rinker, Georgetown University (re-elected)
 - Bianca Schonberg, University of Houston-Clear Lake

Update on Work Plans

- Second year of work plan implementation
- Ongoing calls for involvement, with staggered starts for groups
- 150+ in working groups and committees, representing a net increase in participation from previous standing committees & greater diversity of representation
- Feedback so far:
 - Good energy
 - Like the sunset dates
 - Synergy between groups, as all work towards clear & common goals

Working Groups

Group	Leadership	Update	
Code of Ethics	Brian Brubaker/ Elizabeth Frohlich	<ul style="list-style-type: none"> •Code streamlined and simplified. Language updated to align with the 6th edition Standards. •Draft due to Forum staff by July 1. •Debut at the 5th European Conference in October. 	Ongoing
Community Colleges	Stacye Thompson/ Abe De La Rosa	<ul style="list-style-type: none"> •Reviewing current materials and offering insight/comments •Delivery of Critical Dialogue in Denver 	Ongoing
Research Advisory Group	Amelia Dietrich	<ul style="list-style-type: none"> • Review and provide feedback on Forum data projects; currently helping with preparations of the 2020 State of the Field survey (coming soon!) and the 2019 Critical Incidents Database report 	Ongoing
Equity, Diversity, and Inclusion	Juan Antonio Alonso/ Elizabeth Frohlich	<ul style="list-style-type: none"> •Created a list describing who really benefits from education abroad. •Drafted a recommended reading list for equity, diversity, and inclusion. •Drafted a diversity statement for The Forum for submission to the Board. 	Completed

Working Groups Cont'd

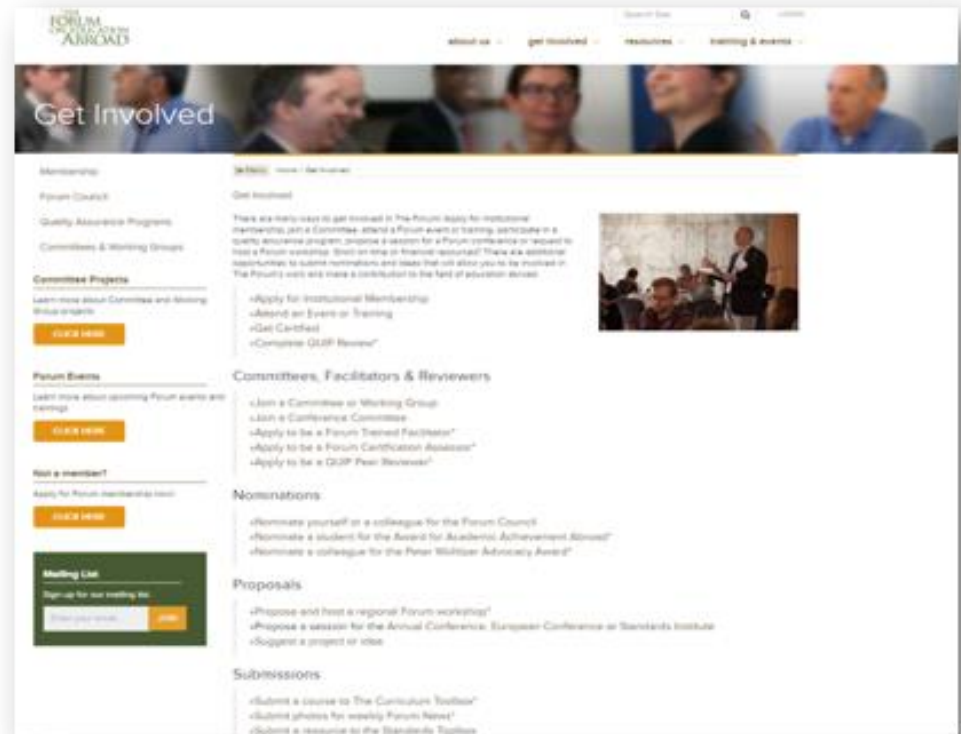
Group	Leadership	Update	Status
HBCU & TCU	Maxine Sample/ Natalie Mello	<ul style="list-style-type: none"> •The value of education abroad from the perspective of HBCUs. •The unique challenges and needs of professionals at HBCUs and TCUs. • How mentoring could assist education abroad professionals at HBCUs and TCUs. •Professional development opportunities for colleagues at HBCUs and TCUs that focus on their needs. •The impact of the COVID-19 pandemic and challenges it presents to programming efforts at HBCUs and TCUs to address underrepresentation, institutional support, and other. 	Completed
International Inclusion	Gabrielle Malfatti/ Natalie Mello	<ul style="list-style-type: none"> •Create a list of who/what benefits from education abroad to contribute to a resource to be shared during International Education Week 2019. •Explore opportunities in different countries to build capacity to host students from other countries, particularly through government funding. •Create an FAQ on how The Forum's resources and or professional development opportunities are helpful to international colleagues. 	Completed
Standards Toolbox Resources	Whitney Strickler/ Abe De La Rosa	<ul style="list-style-type: none"> •Reviewing resources for broken links, adding resources •Many additions from other WGs •Asking how to make the resources more accessible 	Ongoing
Standards Update (for 6 th Edition)	Emily Gorlewski/ Natalie Mello	<ul style="list-style-type: none"> •Goal to publish for 2020 conference 	Completed

Committees (2019-20)

Committee	Leadership	Update
Award for Academic Achievement Abroad	Amelia Dietrich w/ mentors Scott Ozaroski, Alicia Stanley, Ashley Haseley	<ul style="list-style-type: none"> Awards given at annual conference Inaugural Student Showcase poster session piloted at the Virtual Conference - 10 students invited to present their work in this new format
Curriculum Award	Elizabeth Frohlich	<ul style="list-style-type: none"> Award winner: Rodolfo Valdes-Vasquez of Colorado State University From the applications, 10 new entries in the Curriculum Toolbox
NY Times Award	Amelia Dietrich	Winners featured on Forum Website: Amy Dooling and Lauren O'Leary, Connecticut College
Annual Conference	Elizabeth Strong/ Elizabeth Frohlich	<ul style="list-style-type: none"> Set conference theme, created call for proposals, reviewed session proposals Convened virtually April 21-23, 2020
European Conference	Léa Dominique Senn/Elizabeth Frohlich	<ul style="list-style-type: none"> Set conference theme, created initial call for proposals and later call for COVID-19 response proposals, reviewed session proposals To convene virtually October 26-30, 2020
Standards Institute	Patrick Morgan/ Kyle Rausch/ Natalie Mello	<ul style="list-style-type: none"> Convened virtually on June 19, 2020 Record number of attendees (+170) Kelsey Hoppe, Safer Edge in the UK, plenary speaker

Getting Involved

- Working Groups & Committees
- Facilitators
- Assessors
- Peer Reviewers & Consultants
- Nominate yourself
- Member Resources
- Proposals
- Submissions
- More details on The Forum [website](#) & through *Forum News* updates



Forum Annual Business Meeting: Report on The Forum

Presented by Melissa Torres, President and CEO

Membership

- New membership structure implemented and Membership Pathway Grant established (14 recipients)
- Membership now stands at 813 institutional members
- 54 new institutions and organizations have joined this year
- Membership includes:
 - 591 U.S. colleges, universities and program provider organizations,
 - 58 community colleges
 - 105 institutions and organizations outside the U.S.
 - 59 other affiliate and association members
- Membership renewal rate is of 91.67%

6th Edition of the *Standards of Good Practice*

- 6th edition of *The Standards of Good Practice* unveiled at 16th Annual Conference in April
- More than 200 people involved in developing the new edition!
- Consensus Body comprised of 45 individuals located in 12 countries, representing Forum members and non-member institutions, government, association, and education abroad alumni approved the new *Standards* after two rounds of voting
- One appeal was received and also confirmed by vote of the Consensus Body. (39 affirmative, 1 abstention, 5 did not vote)
 - References to U.S postsecondary are now removed from *The Standards* in keeping with the new [mission statement](#)

Advocacy Highlights

- The Forum re-established its Government Advocacy Committee this year. Committee members have advised the President & CEO on a variety of federal and state legislation and have assisted with several Advocacy Alerts related to COVID-19 economic relief and other issues.
- With regard to COVID-19, we authored a letter to the CDC in March co-signed by 33 organizations to advocate for a voice when guidance is being issued for students who are abroad; co-authored a letter with Pulse international risk managers, offered 6 COVID-19 Response webinars, 1 town hall, and shared advocacy materials with Members on the economic relief legislation.
- We participated in a variety of advocacy activities initiated by other organizations, including the Alliance for International Exchange and NAFSA.

Equity, Diversity and Inclusion

- One of four Guiding Principles in new edition of the *Standards*:
“Each organization **shall** prioritize equity diversity and inclusion.”
- First cohort of Forum Fellows (5) selected, enrolled in Accelerated Residency, and matched to individual mentors and fellowship mentors
- “Supporting Diverse Learners on Study Abroad” - new workshop developed and will be delivered August 27-28, 2020
More info: https://forumea.org/event/cr_sds_2020/
- *Forum News June 4 Special Edition: [Anti-Racism & Social Justice in Education Abroad](#)*
- HBCU & TCU, community college & international working groups continue to augment our library of resources and advise on needed programs and services

Quality Assurance Programs

NEW! Crisis Management Consulting

- Complimentary Crisis Management Consulting to be offered to a limited number of Forum member institutions. **Application deadline is today, June 26**. More info: <https://forumea.org/consulting>
- Consulting services will be available on a continual basis to support Forum members and non-members in improving their education abroad programming.

Quality Improvement Program (QUIP)

- 7 reviews of various types were in progress this year
- FU-BEST renewed its QUIP recognition during the past year
- The COVID-19 crisis has caused us to make the difficult decision to discontinue new QUIP reviews for the foreseeable future. Staff and peer reviewers' focus is being redirected to offer crisis management consulting, which we believe will be a greater service to Forum members at present.

Quality Assurance Programs (cont'd)

Professional Certification

- 278 total participants, 47 new this year
- 68 colleagues have achieved Professional Certification
- 6 brand new workshops developed based on new *Standards* and being offered for the first time this week
- More info: <https://forumea.org/get-involved/quality-assurance-programs/professional-certification-in-education-abroad/>

Resources (Two Highlights)

An Education Abroad's Professional's Guide to Online Global Learning

Experiences <https://forumea.org/resources/guidelines/online-global-learning-experiences>

- Considerations for virtual exchange, remote internships, and more
- Additional support and literature available in the Member Resources section of the webpage (47 items in the toolbox!!)

Frontiers: The Interdisciplinary Journal of Study Abroad

- *Special Issue on Diversity, Equity & Inclusion in Education Abroad* - January 2020 + issues published in November and April
 - Call for Papers for a *Special Issue on Assessment as Pedagogy* - **July 31 deadline**
 - *Learning from COVID-19* - collection of case studies and essays
- Visit our New & Improved Website to learn more! <https://frontiersjournal.org/>

Events

- 16th Annual Conference held virtually in April – 1000 attendees
- 26 workshops in the U.S. and abroad
- 1 Certification Accelerated Residency – convening virtually June 24 - July 1 with 40+ participants
- Standards of Good Practice Institute on Health, Safety, Security and Risk Management held virtually on June 18, 2020 with 170+ attendees
- 10 webinars - 6 free events related to COVID-19 response; 4 on topics related to sustainability

Management Report

- Hundreds of volunteers have supported and contributed to The Forum's work this year, including our dedicated Board and Council members
- Researched and identified new Association Management System to be implemented in 2020-21
- Staff updates:
 - Director of Marketing position eliminated due to budgetary reasons
 - Director of Finance position eliminated due to reconfiguring of administrative functions

Financial Report

- The Forum will finish the 2019-20 fiscal year with a surplus of \$400,000USD. The surplus is due mainly to funds from two Small Business Administration Loans: Payroll Protection Program loan and an Economic Injury Disaster Loan.
- This year's surplus will help offset a projected deficit in the next fiscal year due to the impact of COVID-19. Additional steps have been taken to reduce costs in the coming year through a reduction in force, reduced staff attendance at conferences and exhibiting, and tightening control over program and administrative expenses.
- Successfully utilizing a virtual platform to hold The Forum's 16th Annual Conference, Accelerated Residency, and this year's Institute has preserved critical revenue streams for the organization.

Financial Report

- The market value of The Forum's endowment as of March 31, 2020 is \$1,788,096 while the book value is \$1,627,267.
- This investment serves as a reserve fund for The Forum and also assists with operating costs, when needed. In 2018-19 and 2019-20, \$0 from the endowment was used to offset operating costs.
- Maher-Duessel conducted The Forum's audit for FY18-19, which was deemed clean. They will conduct the FY19-20 audit in September.

Financial Report

- You may read the Audit Report and Financial Statements on The Forum website, along with the IRS Form 990. Additional financial information can be found here:

<https://forumea.org/about-us/policies-reports-2/financial-statements/>

- Dickinson College hosts The Forum and provides nearly \$100,000 in in-kind contributions, including the building on campus that houses The Forum's offices, payroll, benefits, and human resource services for Forum staff, and technology and infrastructure support for operations.

Link to webinar and slides from the 2019 Annual Business Meeting:

<https://forumea.org/about-us/policies-reports-2/business-mtg-mins/>

New Business & Q&A

- Examples of new collaborative partners:
 - Assoc. for the Advancement of Sustainability in Higher Ed (AASHE)
 - Association of Study Abroad Providers in Ireland (ASAPI)
 - Community Colleges for International Development (CCID)
- Internship Task Force convened and began revising guidelines and creating a specialized QUIP for internship providers
- Reopening Task Force working on guidelines for reopening education abroad as a result of COVID-19. Focused on:
 - Academic Continuity
 - Health & Safety
 - Insurance & Liability
 - Legal & Ethical

Questions?

Thank You!