

Annual Business Meeting

May 22, 2018

Please note: To cut down on background noise, participants will be muted upon joining the meeting. We welcome questions and comments using the Q & A function.

We will answer questions at the end of the meeting.

Annual Business Meeting

May 22, 2018

- Report on Forum transitions and the search for a new President/CEO – Mary Anne Grant, Board Chair
- Report on Forum administrative operations – Jon Booth, Interim Executive Director
- Report on Forum programs and services – Natalie A. Mello, Vice President
- Financial report – Michael Landis, Director of Finance
- Forum Council report – Nick Gozik, Council Chair
- Proposed bylaw revisions – Enda Carroll, Board Chair-Elect
- Report on Board transitions – Enda Carroll, Board Chair-Elect, Mary Anne Grant, Board Chair
- Questions & discussion

The Forum's Annual Business Meeting: Report on The Forum's transitions and the search for a new President/CEO

Mary Anne Grant, Board Chair

Report on The Forum's transitions and the search for a new President/CEO

A year of change...

- Brian Whalen stepped down as President/CEO
- Jon VC Booth serving as Interim Executive Director
- Search Committee appointed
 - Includes Board, Council and a member at large
 - Search firm has been identified
 - Developing a profile is next step

The Forum's Annual Business Meeting: Report on The Forum's Administrative Operations

Jon V.C. Booth, Interim Executive Director

Charge of the Interim Executive Director

- Guide the organization and coordinate programs & operations during the search for a new Chief Executive Officer
- Lead and manage the staff
- Work with the Board to ensure the annual operational objectives and goals support the strategic plan

Our Organization

- We have an outstanding Forum staff.
- Hundreds of volunteers have supported and contributed to The Forum's work this year, including our dedicated Board and Council members.
- Dickinson College continues to provide our home and infrastructure support to our operations and is an outstanding strategic partner.

Membership

- Membership now stands at 818 institutional members with 9 more pending
- 70 new institutions and organizations have joined this year
- 566 are U.S. colleges, universities and program provider organizations, including 58 community colleges
- 109 are non-U.S. institutions and organizations
- Membership renewal rate is 94%

The Forum's Annual Business Meeting: Report on The Forum's Programs and Services

Natalie A. Mello, Vice President

Quality Assurance Programs

Quality Improvement Program (QUIP)

- 13 reviews of various types are in progress this year, (including 3 funded through a special grant program, and 2 renewing recognition)

More information: <https://forumea.org/get-involved/quality-assurance-programs/quip/>



Professional Certification

- 224 total participants
- 44 have achieved Professional Certification

More information: <https://forumea.org/get-involved/quality-assurance-programs/professional-certification-in-education-abroad/>



Quality Assurance Programs

Competency Credentials – 20 Colleagues enrolled currently

1. Foundations of Good Practice in Education Abroad
2. Fundamentals of Student Preparation and Risk Management
3. Principles of Program Development and Administration

Digital Badges Conferred

- 156 Competency Credential Badges
- 44 Certification Badges



More information available at <https://forumea.org/training-events/competency-credentials/>

Resource Highlights

Frontiers: The Interdisciplinary Journal of Study Abroad

Amelia J. Dietrich named Interim Editor

3 New Volumes Published this Year:

- Volume XXX, Issue 2, Fall 2017
- Volume XXXI
 - Winter 2018, Issue 1, A Special Issue on Religion and Study Abroad
 - Spring 2018, Issue 2, Spring 2018
- Forthcoming: Issue 3 Fall 2018

All issues available at: <https://frontiersjournal.org/>

Subscribe to updates at: goo.gl/YtA4WB



Resource Highlights

Comparing College Student Mortality Rates in the U.S. with Mortality Rates while Abroad

- Follow up study to the 2016 *Insurance Claims Data and Mortality for College Students Studying Abroad*

Guidelines as Companions to the Standards of Good Practice for Education Abroad

- *Guidelines for Internships Abroad*
- *Guidelines for Undergraduate Health-Related Experiences Abroad*
- *Guidelines for Community Engagement, Service-learning, and Volunteer Experiences Abroad*



More information available at <https://forumea.org/resources/data-collection/>

Resource Highlights

2017 State of the Field Report

- The latest data on key issues and trends in education abroad since 2006
More information available at <https://forumea.org/resources/data-collection/>

Critical Incident Database

- Currently being beta-tested by member institutions
- Go live on July 1, 2018
- First anticipated report will be for 2019
More information available at <https://forumea.org/resources/data-collection/critical-incident-database/>



Events

Annual Conference in Boston in March, 2018

1,469 attendees

31 Workshops in the U.S. and abroad

600+ attendees

Two Certification Accelerated Residencies

- Hosted by CEDEI in Cuenca, Ecuador January 25 – 26, 2018
- Hosted by The Forum in Carlisle, PA June 11 – 13, 2018



Upcoming Events

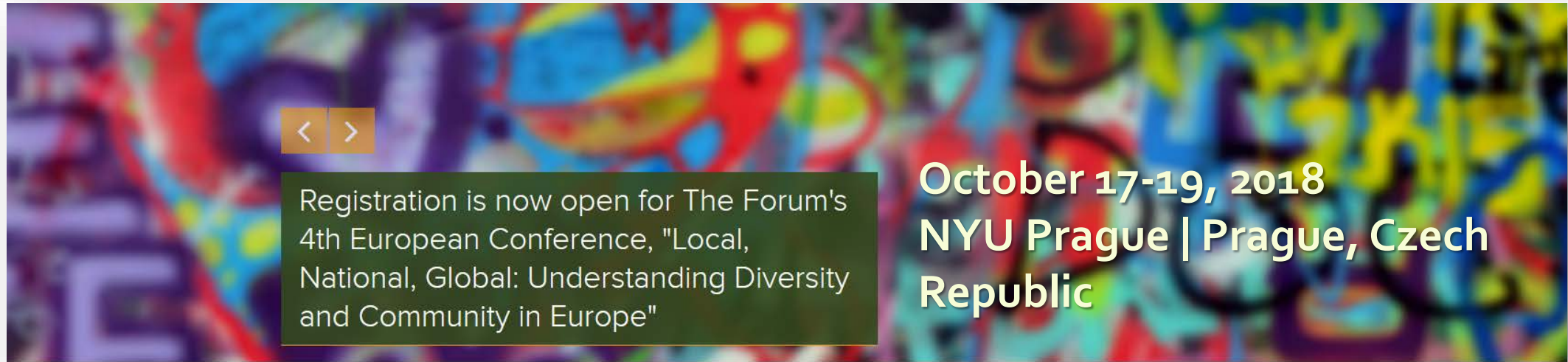


Registration is now open for the 9th Annual Standards Institute: Beyond the Basics of Health, Safety, Security and Risk Management

Wednesday, June 20, 2018
Arcadia University, Glenside, PA

For more information please go to <https://forumea.org/training-events/standards-institutes/>

Upcoming Events



For more information please go to <https://forumea.org/training-events/european-conference/registration/>

15th Annual Conference: March 27-29, 2019, Denver, CO

Watch the Forum News for the Call for Proposals!

To sign up for the Forum News, go to <https://forumea.org>

On behalf of The Forum staff, thank you for allowing us to serve you, our members, on a daily basis!



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[Read Jon's Bio](#) ▶



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[Read Alyssa's Bio](#) ▶

The Forum's Annual Business Meeting: Financial Report

Michael Landis, Director of Finance

Financial Report 2016-17

- The Forum finished the last fiscal year with a surplus of \$99,020 (including performance of endowment).
- The budget included a \$75,000 addition to The Forum's investment in the Dickinson College endowment portfolio.
 - Since it was established in 2007 the market value as of March 31, 2018, is \$1,775,512 while the book value is \$1,483,824.
- The Forum auditors, Boyer and Ritter, have once again given the organization a clean audit.

2017-18 Projections

- 2017-18 income is projected to be \$2,079,000, including endowment performance.
- 2017-18 expense is projected to be \$2,089,000, including several unforeseen expenses.
- The Forum is projected to end the current fiscal year with a deficit of \$10,000.

The Forum's Annual Business Meeting: Updates from the Council

Nick Gozik, Council Chair

Council Members

- Nick Gozik (2019), Chair, Boston College
- Alicia Stanley (2019), Vice-Chair, Grinnell College
- Christina Carroll (2018), Secretary, Florida State University
- Tracey Bradley (2019), Tennessee Consortium for International Students & Pellissippi State Community College
- Brian Brubaker (2019), The Pennsylvania State University
- Maritheresa Frain (2019)
- Rob Hallworth (2020), IES Abroad
- Julie Maddox (2020), Massachusetts Institute of Technology
- Mark Odenwelder (2020), Centro de Estudios Interamericanos
- Anthony Pinder (2020), Emerson College
- Uttiyo Raychaudhuri (2019), Cornell University
- Craig Rinker (2020), Georgetown University
- Tynelle A. Stewart (2020), University of Rochester

Thank you to departing Council members

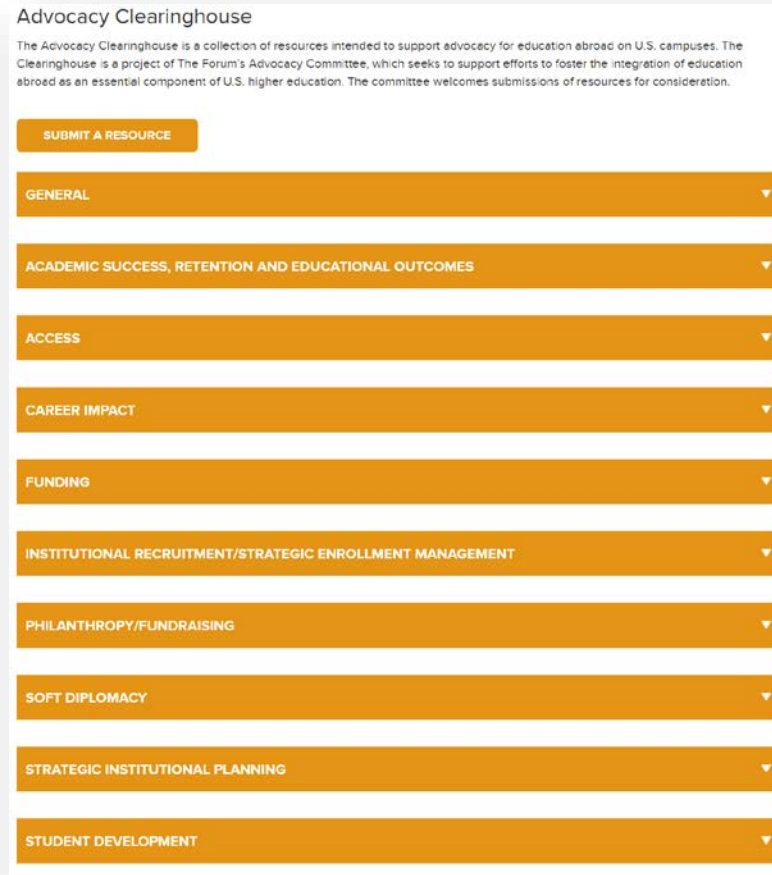
- A thank you to the following Council members who have rotated off:
 - Lisa Sapolis
 - Steve Duke

Council Election

- Election for Council Members, 3 spots open, announcement of winners to come out soon. Thanks for voting!
- Candidates:
 - Keshia Abraham, Director of Strategic Initiatives, CIEE
 - Janet Alperstein, Assistant Vice President for Global Academic Planning, New York University
 - Christina Carroll, Director, Risk and Emergency Management, Florida State University
 - Jonathan Kaplan, Vice Provost, Rothberg International School, The Hebrew University of Jerusalem
 - Leo Rowland, Director of Study Abroad, University of Redlands

Advocacy

- Christina Carroll, Chair & Tracey Bradley, Vice Chair
- Currently reviewing & updating the [Advocacy Clearinghouse](#)



Curriculum



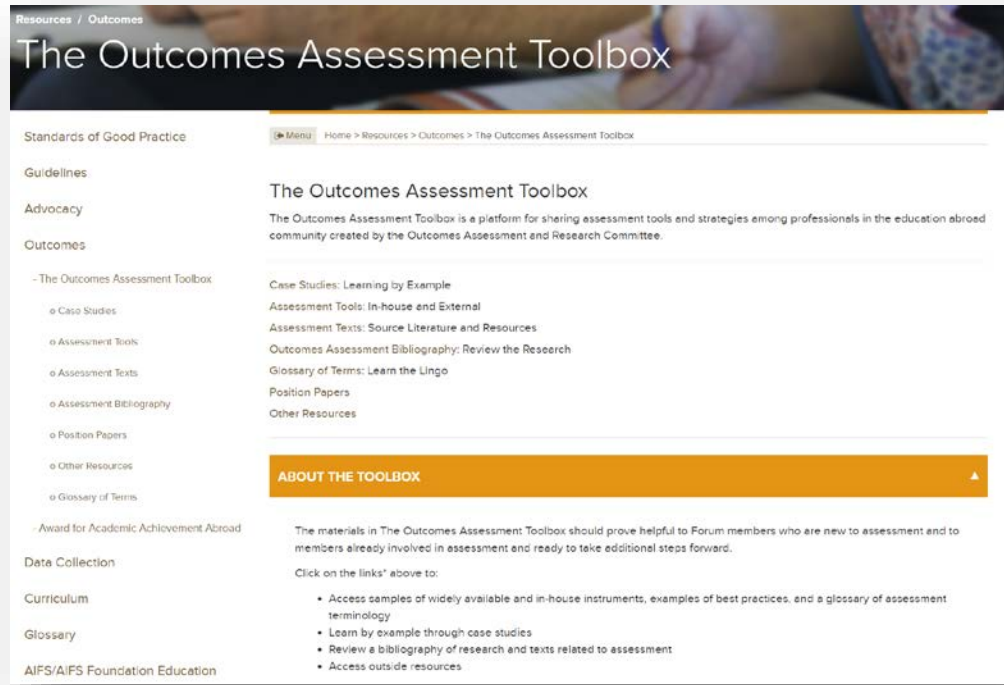
- Steve Duke, Chair
- Working on a special edition of the *Forum Focus* by inviting colleagues to submit thought pieces touching on EA curriculum

Data

- Special thanks to Michele Scheib, who has rotated off as Chair, and to Amy Bartnick Blume for assuming the role of Chair
- Bi-annual State of the Field survey in Summer/Fall 2017.
 - Results presented at the annual conference and a [full report](#) published in March 2018



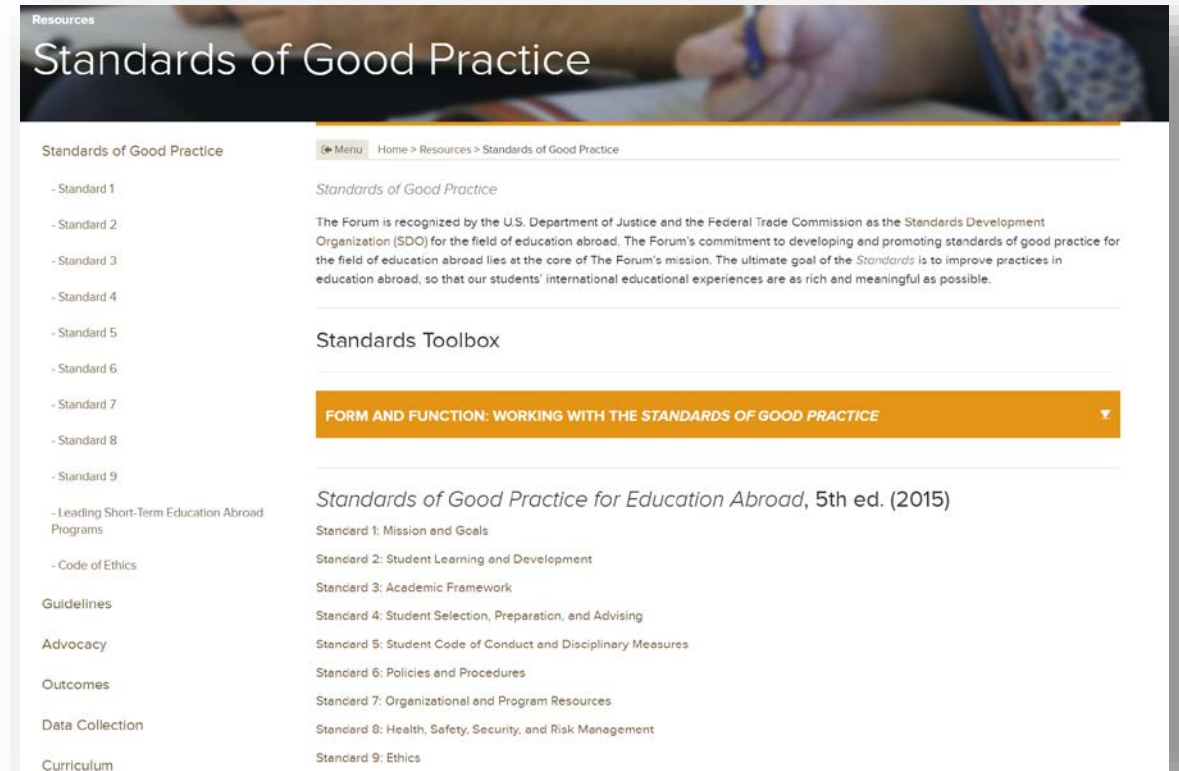
Outcomes Assessment & Research (OAR)



- Melissa Torres, Chair & Maritheresa Frain, Vice Chair
- Updates to Outcomes Assessment Toolbox, with OAR Bibliography
- Award for Academic Achievement Abroad
- Annual conference session
"Assessment, evaluation & case studies: Can't get no satisfaction"

Standards

- Brian Brubaker, Chair
- 50 new resources to [Standards Toolbox](#)
- Aid in selection of presenters for the [Best Practice Laboratory](#) at annual conference
- Short-Term Program Resources working group collected web-based resources to support last year's print publication



The screenshot shows a website page titled "Standards of Good Practice". The page has a dark header with the title in white. Below the header is a navigation menu with "Home > Resources > Standards of Good Practice". The main content area is divided into two columns. The left column contains a list of standards from Standard 1 to Standard 9, along with links for "Leading Short-Term Education Abroad Programs", "Code of Ethics", "Guidelines", "Advocacy", "Outcomes", "Data Collection", and "Curriculum". The right column features a section titled "Standards of Good Practice" with a paragraph of text: "The Forum is recognized by the U.S. Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for the field of education abroad. The Forum's commitment to developing and promoting standards of good practice for the field of education abroad lies at the core of The Forum's mission. The ultimate goal of the Standards is to improve practices in education abroad, so that our students' international educational experiences are as rich and meaningful as possible." Below this is a section titled "Standards Toolbox" with a dropdown menu currently showing "FORM AND FUNCTION: WORKING WITH THE STANDARDS OF GOOD PRACTICE". At the bottom of the right column is a section titled "Standards of Good Practice for Education Abroad, 5th ed. (2015)" with a list of standards from Standard 1 to Standard 9.

Forum Council Task Force

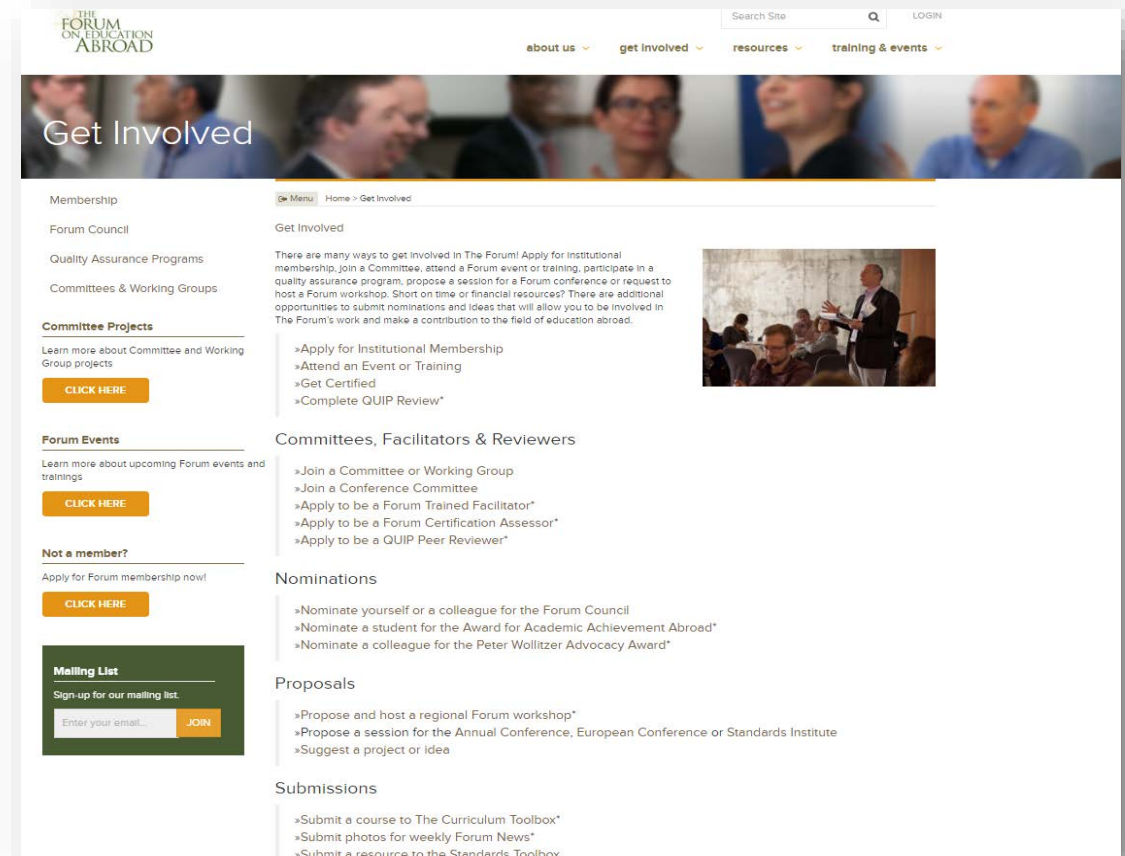
- In line with 2017-2021 strategic plan
- Special thanks to members: Nick Gozik (Chair, Boston College), Amelia Dietrich (The Forum), John Lucas (ISEP), Donna Scarborough (GWU), Alicia Stanley (Grinnell), & Annmarie Whalen (The Forum)
- Proposal can be found on Forum [website](#)
- Highlights include:
 - Restructuring of standing committees, around a working group model
 - Organizing work of Council around strategic plan
 - Clarifying roles between Board, Council, and staff, to enhance shared leadership
 - Ensuring diversity of backgrounds and institutional types in selection of Board & Council representatives

Task Force Cont'd

- Timeline
 - March 2017: Formation of The Forum Council Task Force
 - July 2017: Initial ideas submitted to The Forum Council, Board, and staff
 - December 2017/January 2018: Draft proposals submitted to the Council and Board
 - March/April 2018: Presentation at annual conference, followed by soliciting of input from members
 - May 2018: Final version of the proposal to be voted on by the Board
 - July 2018: Implementation of any approved changes

Getting Involved

- Committees, Facilitators & Reviewers
- Nominations
- Proposals
- Submissions
- More details on The Forum [website](#)



The screenshot shows the 'Get Involved' page of The Forum on Education Abroad. The page is organized into several sections:

- Membership:** Includes links for Forum Council, Quality Assurance Programs, and Committees & Working Groups.
- Committee Projects:** A section with a 'CLICK HERE' button to learn more about committee and working group projects.
- Forum Events:** A section with a 'CLICK HERE' button to learn more about upcoming forum events and trainings.
- Not a member?:** A section with a 'CLICK HERE' button to apply for forum membership now.
- Mailing List:** A sign-up form for the mailing list with an input field for email and a 'JOIN' button.
- Get Involved:** A central section with a heading and a paragraph: 'There are many ways to get involved in The Forum! Apply for Institutional membership, join a Committee, attend a Forum event or training, participate in a quality assurance program, propose a session for a Forum conference or request to host a Forum workshop. Short on time or financial resources? There are additional opportunities to submit nominations and ideas that will allow you to be involved in The Forum's work and make a contribution to the field of education abroad.' Below this are three bullet points: '»Apply for Institutional Membership', '»Attend an Event or Training', and '»Get Certified'. A '»Complete QUIP Review*' link is also present.
- Committees, Facilitators & Reviewers:** A section with five bullet points: '»Join a Committee or Working Group', '»Join a Conference Committee', '»Apply to be a Forum Trained Facilitator*', '»Apply to be a Forum Certification Assessor*', and '»Apply to be a QUIP Peer Reviewer*'. An image of a man presenting to a group is shown to the right.
- Nominations:** A section with three bullet points: '»Nominate yourself or a colleague for the Forum Council', '»Nominate a student for the Award for Academic Achievement Abroad*', and '»Nominate a colleague for the Peter Wollitzer Advocacy Award*'. An image of a man presenting to a group is shown to the right.
- Proposals:** A section with three bullet points: '»Propose and host a regional Forum workshop*', '»Propose a session for the Annual Conference, European Conference or Standards Institute', and '»Suggest a project or idea'.
- Submissions:** A section with three bullet points: '»Submit a course to The Curriculum Toolbox*', '»Submit photos for weekly Forum News*', and '»Submit a resource to the Standards Toolbox'.

The Forum's Annual Business Meeting: Proposed Bylaw Revisions

Enda Carroll, Board Chair-Elect

Proposed Bylaw Revisions

Proposed addition:

Section 8.05.01 Past Chair. The outgoing Chair shall serve for one additional term on the Board in the role of Past Chair.

Institutional Representatives must vote by May 27.

The Forum's Annual Business Meeting: Board Transitions

Enda Carroll, Board Chair-Elect
Mary Anne Grant, Board Chair

Report on Board Transitions effective June 30

- Annette Parker completes her term as Treasurer
- Mary Anne Grant completes her term as Board Chair

The Forum wishes to thank Annette and Mary Anne for their service.

Report on Board Transitions effective July 1

The Board welcomes three new Board members for three-year terms:

- Martha Johnson, University of Minnesota
- Eveadean Myers, Prairie View A&M University
- Dawn Whitehead, AAC&U

Report on Board Transitions effective July 1

The following Board members have been elected to new terms:

- Joy Carew, University of Louisville (3rd term)
- Paul McVeigh, retired, Northern Virginia Community College (3rd term)
- Annette Parker, Ursinus College (2nd term)
- Patricia Scroggs, Howard University (3rd term)
- Bruce Sillner, SUNY New Paltz (2nd term)

The following Board members have been elected to a position:

- Enda Carroll, University College Dublin, elected as board chair
- Susan Popko, Santa Clara University, elected as vice-chair

Questions and Discussion

To ask a question, please type your question into the Q&A box on your screen.

If your question is not answered today please contact
Jon Booth, Interim Executive Director: boothjo@forumea.org

Adjourn

Thank you for participating in
The Forum's Annual Business Meeting!