

# **The Forum on Education Abroad**

## **2011 Annual Business Meeting**

Park Plaza Hotel

Friday, April 8, 2011, 8:30 – 8:50 am

### **AGENDA**

- **Welcome Remarks:** Mary Dwyer, Chair of the Board
- **Report on Membership and Activities:** Brian Whalen, President and CEO
- **Financial Report:** Paul Davies, Treasurer
- **Activities of the Forum Council:** Natalie Mello, Chair, Forum Council
- **Closing Remarks:** Mary Dwyer

#### **Welcome Remarks**

Mary Dwyer, President and CEO of IES Abroad, opened the Annual Business Meeting Chairs by thanking everyone for coming to the annual conference. She thanked the many host institutions for their support of the conference, as well as the record number of sponsors and exhibitors, conference volunteers, and those leading workshops and sessions.

In noting the dramatic growth of the conference, she asked that all those who have attended all seven of the Forum conferences to stand to be recognized. She emphasized that the organization is in the strongest shape ever in terms of member benefits and services, the number of members, conference attendance (over 1,200), and finances.

Dwyer welcomed two new Board members who will begin their terms in July of this year: Susan Popko, Director of International Programs at Occidental College (who is moving to Santa Clara University to become the Associate Provost for International Education) and Robin Craggs, Director of Education Abroad at Seattle University. She asked these two Board members to stand and be recognized. She also asked the other Forum Board members at the conference to stand as well. Dwyer mentioned that they, along with the other board members, offer excellent expertise and leadership in critical areas such as finance, academia, government, and international education.

Dwyer described that this is a significant moment in the Forum's history since it is the tenth anniversary of the organization. She said that it is therefore appropriate to recognize and pay honor to the colleagues who founded the Forum ten years ago. She asked that the Founding Board members who were present in the room to stand to be recognized.

Next, Dwyer said that the original mission established by the founders of the Forum continues to be compelling and relevant. She noted that the strategic plan emanating from this mission over the past five years has led to dramatic growth and success, and she announced that the Board is now undertaking a strategic planning process to advance the Forum into the future. Dwyer said that the Forum's strategic planning committee is

chaired by Hannah Stewart-Gambino, Dean at Lafayette College. Committee members are Barbara Rowe of Penn State University; Mary Anne Grant of ISEP; Joe Finkhouse, Vice Chair of the Forum Council, from Boston University; and Brian Whalen, President and CEO of the Forum. She told those in attendance that Forum members will be hearing more about this in the coming weeks, including details about how members can participate in this important process. Dwyer then thanked Brian Whalen for his work in leading the Forum and introduced him to provide a report on activities and the membership.

### **Report on Forum Membership and Activities**

Forum President and CEO Brian Whalen reported on the latest membership information and selected member benefits and services.

#### **A. Membership Summary**

<u>Member Type</u>	<u>Total</u>
U.S. Colleges/Universities	355
U.S. Study Abroad Organizations	42
Non-U.S. Organizations	27
Universities outside U.S.	42
<u>Affiliates and Reciprocal</u>	<u>37</u>
<b>TOTAL</b>	<b>503</b>

Note: Membership retention rate is 96%; net growth for this year is 15%.

#### **B. Selected New Member Benefits and Services**

- Guided Standards Assessments
  - 1) Assessing Short-Term and/or Faculty-Led Programs
  - 2) Assessing Organizational and Program Resources
  - 3) The Affiliated Programs Portfolio and the Home Institution
- Regional and Customized Workshops
  - 1) Training in the Standards of Good Practice
  - 2) Assessing and Developing Short-Term Programs
  - 3) Developing an Assessment Plan for Education Abroad
  - 4) Customized workshops can be offered on a campus or for an organization to advance specific goals
- Standards of Good Practice Institutes
  - 1) “Beyond the Basics of Health, Safety and Security” June 24, 2011 at Northwestern University
  - 2) Other stand-alone Institutes are being planned for the future to offer smaller, focused meetings
- New Resources  
*Standards of Good Practice*, 4<sup>th</sup> Edition; *Code of Ethics*, 2<sup>nd</sup> Edition; *Education Abroad Glossary*, 2<sup>nd</sup> Edition; Numerous additions to the online Standards Toolbox.

### **Financial Report**

Paul Davies, Vice-President for Administration and Finance at Randolph-Macon College, and Treasurer of the Forum Board of Directors, reported on the Forum’s financial

position. He announced that the Forum continues to improve its financial position, and finished the fiscal year ended June 30, 2010 with revenues exceeding expenses by approximately \$188,000, bringing the Forum’s cash reserves to approximately \$643,000. Over half of the Forum’s revenue comes from the annual conference, and proceeds from the conference not only cover conference expenses but also help support the annual operating budget, which Davies indicated will exceed \$1million next year.

Davies thanked Dickinson College for providing approximately \$47,000 of in-kind annual services to the Forum and for allowing the Forum to invest some of its cash reserves through the Dickinson Endowment. He noted that this allows the Forum to invest these reserves in a prudent manner with the purpose of enhancing the growth of its operating account. As of June 30, 2010 the Forum had \$163,522 invested through the Dickinson Endowment.

Davies announced that the Forum’s auditors, Boyer and Ritter, in their Independent Auditor’s Report, issued an unqualified or “clean” opinion on the Statement of Financial Position and Statement of Activities for the financial year ended June 30, 2010. This is the highest level of audit assurance and Davies said is a credit to Brian Whalen and the Forum staff.

Davies said that copies of the audited financial statement can be found on the tables to the right side of the room and will be posted on the Forum website. He offered to answer any questions about the audited financial statements and gave his email address: pauldavies@rmc.edu.

Davies concluded by saying that the Forum’s success could not have been possible without the support of our members, the staff of the Forum and Dickinson College. He thanked the audience for its continued support to ensure that the Forum is financially sound for years to come.

**Activities of the Forum Council**

Natalie Mello, Chair of the Forum Council, reported on the activities of the Council during 2010-11. In doing so, she referred to the following spreadsheet that was distributed at each table in the room.

	<b>Project/Deliverable</b>	<b>Comments</b>
<b>DATA COMMITTEE</b>	<b>State of the Field Survey 2011</b>	Revising Spring Edition 2011 of the Survey
	<b>Glossary</b>	2 <sup>nd</sup> edition is completed and will debut at the Forum Conference
	<b>Incident Database</b>	30 institutions currently enrolled but applications are accepted on a rolling basis
	<b>Organizational and Program Resources</b>	New, updated survey is being developed
	<b>Office, data, &amp; information resource management standards</b>	Working group has been formed to establish guidelines (joint effort with the Standards Committee)
<b>O U T</b>	<b>Reorganization of the committee</b>	New co-chairs (A. Custodi and P. Primak) and new membership

	<b>State of the Field Survey</b>	Producing questions specific to outcomes
	<b>Undergraduate Research Award</b>	Developing guidelines for faculty nominators
<b>ADVOCACY COMMITTEE</b>	<b>Reorganization of the committee</b>	New chair and committee members
	<b>Partnerships &amp; Collaborations</b>	Developing and expanding partnerships with higher education professional associations
	<b>Peter Wollitzer Award</b>	Some members serve on Selection Committee
<b>CURRICULUM COMMITTEE</b>	<b>Reorganization of the Committee</b>	New committee membership; now chaired by Sue Mennicke Many efforts being made to get this committee to feel engaged
	<b>Experiential Learning Survey</b>	Drafting a survey to establish a baseline sense of current work being done in the field
<b>STANDARDS COMMITTEE</b>	<b>Academic advising</b>	New appendix added to the Standards
	<b>Ethics</b>	Ethics Standards Institute in Boston; new edition of Code of Ethics
	<b>Diversity in education abroad</b>	Working group being formed in collaboration with other professional associations with expertise in this area
	<b>Health and safety standard</b>	Planning 2nd Standards Institute at Northwestern University in June Standard 8 redrafted, edited, and added to new edition of Standards
	<b>Institutional relations</b>	Sub-committee completed new appendix added to Standards
	<b>Language standards</b>	Developing guidelines for language immersion programs
	<b>Health and pre-health studies in study abroad</b>	New working group is drafting standards in this areas
	<b>Undergraduate Research</b>	Working group is drafting guidelines for research conducted abroad
	<b>School of Record guidelines</b>	Draft guidelines have been produced in collaborations with AACRAO, and feedback is being incorporated into the draft
	<b>Students and the standards</b>	Committee formation occurring now to address standard expectations for student behavior and responsibilities
	<b>Sustainability</b>	New language has been added to the Standards incorporating sustainability
	<b>Toolbox</b>	One hundred new best practice examples have been researched, added
	<b>Experiential education, volunteering, work, internships, and service learning</b>	Working group is formed and is developing guidelines for experiential education, volunteering, work, internships, and service learning abroad

### Closing Remarks

Chair of the Board Mary Dwyer thanked those in attendance for coming to the Annual Business Meeting and closed the meeting at 8:52am.