

The Forum on Education Abroad

2013 Annual Business Meeting

Friday, April 5, 2013, 8:00 – 8:25 am

Sheraton Chicago Hotel and Towers, Chicago, IL

AGENDA

- **Welcome Remarks:** Barbara Rowe, Chair of the Board bjr22@psu.edu
- **Report on Activities:** Brian Whalen, President and CEO, whalenb@dickinson.edu
- **Financial Report:** Paul Davies, Treasurer, pauldavies@rmc.edu
- **Forum Council Report:** Martin Hogan, Chair, Forum Council, mh@dis.dk
- **Closing Remarks:** Barbara Rowe

8:00AM

Barbara Rowe opened the Business Meeting and thanked everyone for attending. She announced that this conference is the largest ever in the history of the Forum with an estimated attendance of over 1,400 people. This shows clearly the importance of the Forum as a membership organization and the value of its resources.

She thanked the Council members, all committee and working group members, her Board of Director colleagues, and the staff of the Forum for all of the work completed this year. She also gave a special thanks to Dickinson College for its strong support of the Forum since the Forum moved to Carlisle, PA in 2006. The Forum is in the best shape that it has ever been in and it is all due to the outstanding work at all level of the organization.

Many of the fruits of this work are showcased here at the Annual Conference, and she encouraged attendees to participate actively in sessions and to voice their views on the field's critical issues and topics. She thanked the attendees for coming to the Conference and for contributing.

Rowe said that she is excited that participation in the Forum is at an all-time high, that there are more member services and benefits than ever before, and that the new strategic plan will keep the Forum growing and thriving well into the future.

The Forum is unique among international education associations:

- o It is the only membership association that focuses exclusively on education abroad;
- o It is recognized by the U.S. Department of Justice and Federal Trade Commission as the Standards Development Organization for education abroad;
- o It is an institutional membership association, serving the varied needs of its member institutions and organizations;
- o And over 25% of our member institutions are located outside the U.S.

While our membership is a diverse group of institutions and organizations with a wide variety of needs, the focus of the Forum on Standards, Data Collection and Research, Curriculum,

Outcomes Assessment and Advocacy provides what member institutions need to offer the highest quality of programming to students.

This conference itself is one way that the Forum helps its members to continue to improve. I wish all of you a successful conference and encourage you both to share with and to learn from each other.

The Forum Board of Directors takes very seriously its oversight of the Forum to ensure its success in this mission. The Board is made up of highly committed and engaged individuals from both within and outside the field of international education. We welcome your feedback and thoughts about the Forum and how it can continue to serve your institution or organization.

She introduced Brian Whalen, President and CEO, to report on the specific activities of the Forum.

8:05AM

Brian Whalen provided a brief update on some key activities and initiatives related to the Forum's new strategic plan.

The Forum convened its first European conference in Dublin in December, hosted by University College Dublin. Over 400 people attended and were greeted by the President of Ireland, Michael D. Higgins, who gave a wonderful welcome address that you may view on the Forum web site. The sessions and workshops were rated very highly, and the Fireside Dialogue for Resident Directors afterwards was very beneficial tour colleagues on the front lines of study abroad.

The final count of conference attendees included:

- 410 total attendees
- 60% from Europe
- 40% from U.S.
- 52% were attending a Forum conference for the first time

96% of respondents expressed that the Forum should convene more events like the conference in Europe in the future. 50% said every other year and 40% every year. 95% indicated that they would participate in such an event.

Based on the success of the Conference and the feedback that we received, we are now in the process of exploring plans to convene a European conference in 2014.

A second initiative that is just getting underway is the development of a Professional Certification Program to certify individuals who work in various positions and roles in the field of education abroad. As with all Forum initiatives, the idea for this program has come from our members, who have expressed the need for a professional designation that will serve to validate knowledge, enhance professionalism and help to ensure quality, all of which is perfectly consistent with the forum's mission. A Certification Team composed of a dozen colleagues has already met and will meet here in Chicago after this conference to begin to construct a high

quality program that will likely include certification tracks for Education Abroad Directors, Resident Directors, Education Abroad Advisors, Faculty Program Leaders, and perhaps others.

The tasks of the Certification Group will include identifying the needs of the education abroad field, assessing current Forum programs and resources, specifying the content of the certification program, and recommending format and delivery methods. The Group will ultimately be responsible for determining both the learning outcomes and the methods for the assessment of outcomes for those participating in the Certification Program. Our ambitious goal is to launch the initial program some time in 2014. Leading up to that we will of course be seeking member input and feedback about this new program, so please look for our announcements about the program so that you may participate in this process.

A third major initiative that is a critical part of the Forum's strategic plan involves our data collection and research activities which have become increasingly important to informing our education abroad work. Data collection projects such as the Institutional and Program Resources Survey, the Critical Incident Database and other projects, will be sustained by the Forum bringing a professional researcher onto staff within the next two years, a position paid for by the investment in the Dickinson endowment fund. Our investment of our reserves in this fund over the last several years has proven to be a wise decision as we now will be able to ensure that we have the capacity to launch and sustain the types of research and data collection efforts that serve our members.

Finally, I would like to highlight one other initiative: the Curriculum Cooperative. This initiative is providing a key resource to the membership by highlight best practice approaches in curriculum design and teaching. Member institutions may access this important resource on the Forum web site. We encourage members to contribute to the Cooperative to make it a vibrant and useful resource.

I don't have time here to go into detail about the many other Forum initiatives that help to serve our members throughout the year. Instead, I will simply invite you to keep abreast of these by reading the Forum News each week and visiting the web site. This year we are convening over 20 regional and customized workshops around the world, three Standards of Good Practice Institutes, webinars that focus on the Standards of Good Practice, new advocacy resources that provide authoritative guidance on a range of topics and issues impacting education abroad, and of course the signature Quality Improvement Program (QUIP). All of this is done with one goal in mind: to assist you, our Forum members, to improve education abroad programs for the benefit of your students.

Before turning the podium over to Paul I would like to end by noting that Forum membership continues to grow in both the number and diversity of institutions and organizations. We are a global organization of 625 institutional members, 23% of which are located outside the U.S. Our U.S. members represent the diversity of U.S. higher education institutions—large public and private research universities, master's level institutions and small liberal arts institutions and community colleges. Our nearly 100 independent program provider organizations come in all shapes and sizes with a wide range of missions and goals. And our affiliate members offer support to the field through technology, travel, insurance and other services. The strength of the

Forum is in the breadth of our membership and the way that our institutional members are engaged in the work of the organization.

This Ninth Annual Conference represents that engagement and the Forum's philosophy that the conference should be accessible to all involved in and concerned about improving the quality of education abroad. And on this point I would like to mention that this year the Forum awarded 10 travel grants in order to make it possible for colleagues to attend this conference. This year's recipient of the Ron Kane Conference Grant Award for Innovative Education Abroad Programs is David Shallenberger from SIT. This Award is made possible through the generous contributions of several Forum institutional members and is named in honor of our good colleague Ron Kane of the Foundation for International Education, FIE.

With that I am pleased now to introduce Paul Davies, Vice-President of Finance and Administration at Randolph-Macon College and Treasurer of the Forum Board of Directors.

8:15AM

Paul Davies gave the financial report and referred to the audited financial statements and IRS Form 990, both of which are available publicly on the Forum web site. Davies emphasized that the Forum is in a very strong financial position and continues to benefit from its relationship with Dickinson College. Dickinson continues to provide in-kind services to the Forum while the Forum continues to benefit from an investment in the Dickinson endowment portfolio.

The Forum finished last fiscal year with a surplus and a surplus is anticipated again this year. The organization continues to build its endowment, which is invested in the Dickinson College endowment portfolio through a strategic agreement with the College. The strategic goal is to build the endowment fund to fund a full-time researcher position to support the range of data collection and research projects outlined in the strategic plan, and we are close to achieving that.

He pointed out that the Annual Audit was once again found to be clean and that copies were located on tables in the room and were also available on the Forum's web site. This outstanding financial performance is indicative of how well the organization has performed and has been managed over the past several years.

Davies gave his email address and encouraged anyone to contact him at any time if they had any questions about the Forum's finances: pauldavies@rmc.edu

8:20AM

Martin Hogan referred to a detailed handout placed on each table in the room that provides a listing and description of all of the Forum Council projects and activities.

He thanked the Council members whose current terms end in July, 2013: Andrea Custodi; Monique Fecteau; Sue Mennicke; and Jen Sydow. For everyone's information, the Forum sends them an official thank you and gift and a letter to their provost/president.

Among all of the Council projects, Hogan provided details about two in particular: The Organizational and Program Resources Survey (STAIR Working Group), and the various new draft Guidelines that have been produced this year. Draft Guidelines include: Guidelines for Undergraduate Research Abroad; Guidelines for Undergraduate Health-Related programs Abroad; Guidelines for Language Learning; and a draft in progress for Guidelines on Volunteer, Internship Experience, and Work (VIEW) Abroad.

Hogan invited members to visit the Forum web site to read about all of the Forum Council activities and initiatives.

In closing, he reminded the audience that Council elections will be held later this spring for the open spots, and he would be pleased to talk with anyone who might be interested in learning more about the Council and its work in case you are interested in being nominated to serve.

He then reintroduced Barbara Rowe.

8:24AM

Barbara Rowe thanked everyone for attending the Annual Business Meeting and brought the meeting to a close at 8:25AM.

For more information:

Current Strategic Plan: <http://www.forumea.org/Strategicplan2012.cfm>

Committees and Working Groups: <http://www.forumea.org/whoweare-commwrkgrp.cfm>

Audited Financial Statements: <http://www.forumea.org/about.cfm>

Tax Form 990: <http://www.forumea.org/about.cfm>

Business Meeting Minutes: <http://www.forumea.org/archives.cfm#businessmtgminutes>