MU Task Force on International Partnerships and Agreements

Date: March 14, 2017
Time: 9:00 a.m. – 10:00 a.m.
Place: 123 Jesse Hall – Chancellor’s Conference Room


Visitors: Kerri Urban

Agenda Items:
1) Welcome and Task Force Charge – Paul Ladehoff
   a) Introductions and Orientation
      i) Member Introductions:
         Ladehoff began the meeting by asking all members to introduce themselves and to share the school/colleges/department they were representing.

      ii) Scope of Work, Work Plan and Deliverables: Ladehoff provided a handout on the “Work Plan for MU Task Force on International Partnerships and Agreements.” The handout was a calendar that outlined the accomplishments expected of the committee members from the first meeting on March 14 through the last scheduled meeting, on May 11, 2017. The handout was made available to all committee members on the SharePoint website for a working calendar. The calendar basically laid out the working plan of what was to take place in order to reach a deliverable plan that would be provided to the Provost by September 1, 2017.

2) Task Force Organization and Procedures
   A handout “Task Force Organization and Procedures” was made available to all committee members on the SharePoint website. The organization and procedures of a timeline on items that needed to be considered throughout the process. Ladehoff recommended maybe breaking out into smaller groups for discussion on the IMOU issues and coming up with workable deliverables on how each project would function appropriately, and to bring the outcomes to the committee for discussion. Ladehoff shared with the committee members that all communication would be done on a SharePoint site that had been provided for all members, that all members should have receive a link to the site. He also recommended that all members set the link as a “favorite”, as information would be posted, such as handouts, meeting dates, resource materials, and there could even be discussion held on the site. It would play as a big communication tool in the process.

3) Information and Mutual Education – Jim Scott
   a) Scott had a PowerPoint prepared and presented on the overview of the current International Partnerships and Agreements, which included the current procedures for Agreements, Impacts of MOUs, and Key Questions on the policies and procedures, Monitoring and Evaluation and Communications. The power point was made available on SharePoint committee website. Scott shared that it was important for the committees
to consider how can MU become more strategic in the IMOU (International Memorandum of Understanding) process, the reputation they give to MU out in the world, how the IMOU’s can monitor the risk and liabilities the endure for MU, and the revenue streams that flow through the agreements for MU. The goal is to come up with a formal procedure and policy that could be enforced in the MU Business Manual so units would be able to follow and understand, the importance of the documents. It is important for MU to monitor the agreements that generates revenues, consistency, and control overlapping of contracts. Other items to be concerned about are culture differences, communication of what information can be shared that don’t damage our relationships. A “Draft” Handbook for International Linkages was shared as a guideline to begin reviewing and making adjustments to. The handbook was posted to the committee SharePoint site.

4) **Next Steps – Paul Ladehoff**

a) **Committee Formation** – Ladehoff suggested maybe breaking out in to smaller groups and all groups pulling back together to discuss each groups progress. The topics to consider were: guidelines, monitoring and management process, implementation and outreach, and to come up with suggestions for next steps and future agendas to discover information needs and other discussion topics.

b) **SharePoint site** - All members were encouraged to take time to review and get familiar with the SharePoint website that was created for the committee. As it had a lot of information that would be referred to from throughout the process. Kerri Urban provided a handout on the SharePoint to help the members get started working with the site. She gave a quick PowerPoint of the site and showed members some of the key places to find the information they would be needing to review.

Scott recommended all members to go to the Resource area, as they would find examples of the “Draft” Handbook for International Linkages, different types of IMOU’s (General, Curriculum, Study Abroad Exchanges, and an example of the Letter of Translation that is used with the foreign language documents.

c) **Upcoming Meetings** - Future meetings are to be held on April 25, 2017 at 4:00 p.m. in the Chancellor's Conference Room – 123 Jesse Hall, and May 11, 2017 at 4:00 p.m. in Room S110 Memorial Union.

Meeting adjourned.

Respectfully Submitted,

Rebecca O'Neal
Secretary