

MU Task Force on International Partnerships and Agreements

Date: April 25, 2017
Time: 4:00 p.m. – 5:00 p.m.
Place: 123 Jesse Hall – Chancellor’s Conference Room

Attendees: Melinda Adams, Gay Albright, Miguel Ayllon, Cooper Drury, Sarah Edwards, Bryan Garton, Ryan Griffin, Paul Ladehoff – Chair, Gabrielle Malfatti, Mitch McKinney, Jim Scott, Lisa Wimmenauer, and Shuping Zhang.

Visitors: Kerri Urban

Agenda Items:

1. Welcome and Review – Paul Ladehoff (Task Force Chair)

Ladehoff began the meeting by asking all members to introduce themselves and to share the school/colleges/department they were representing.

Ladehoff briefly reviewed:

- Task Force Scope of Work, Objectives and Deliverables
- Task Force Organization and Procedures
- Group Memory and draft minutes from March meeting.

Documents related to each of these were distributed by email and posted on the Task Force Sharepoint site.

Minutes from March 14, 2017 were reviewed and approved as submitted.

At the March 14 meeting, Task Force members asked Jim Scott to share some model policies/procedures used by peer institutions to review and manage proposed international agreements. Scott distributed [a set of links](#) to such models by email and posted on Sharepoint.

2. Guidelines, policies and procedures for submitting, reviewing, signing and evaluating IMOU’s

Ladehoff began the meeting with discussion of the [Handbook Draft” 5, Section 7. “Agreement Review and Approval”](#). Ladehoff asked the members to focus on how the process described in this section could be improved. The following items were shared:

- **Review and discussion of Handbook draft 5, sect.7**
Recommendations from the committee members as follows:
 - Anticipate who the stakeholders are
 - How formal is the IMOU Review Committee? Is there description of who sits on this committee and what their roles and expertise are?
 - Are the current IMOU’s in line with MU strategic goals?
 - Currently, as a campus there is no one person who has the authority to determine if/how a proposed IMOU benefits MU.
 - What is the current process for IMOU review? What steps are sequential? What steps can be taken simultaneously?
 - Faculty must to be consulted as part of the review process.
- **Agreement and Approval Process and Appendix 9.1**

The Agreement and Approval Process would be more beneficial if the planning form were used. Academic departments may not be aware of the university resources which may be required in establishing an agreement, such as staff and faculty time, equipment, space or funding.

- **Planning Form**

Scott indicated that the form is designed to inform the review and management of an international agreement. The initiator of the proposed agreement should complete the form and obtain any necessary approval signatures before review begins. Once submitted, we would attach the form to the proposed agreement throughout the review process.

Currently, Scott tries to gather information about proposed agreements, and discourage agreements that might be duplicative or infeasible. However, with no policies in place to guide or enforce such actions, it is challenging to make agreements cohesive, synergistic and strategically aligned.

3. General discussion.

Observations and recommendations from the committee included:

- Agreements that don't produce results may damage MU's reputation.
- All agreements have obligations and terms. MU should be sure they can deliver on these promises.
- Currently, many agreements indicate there will be an annual review of activities. This review has not happened.
- Most agreements are in effect for five years. They can be renewed, revised or terminated by any signing institution, with specified written notice.
- There are currently no written policies or procedures on international agreements at MU.
- Templates of different agreements need to be reviewed and revised. They need to be accessible.
- MU needs to conduct annual reviews of agreements as promised.
- Good opportunities should not be discouraged.

4. Next Steps – Paul Ladehoff

Ladehoff invited feedback from Task Force members on how to complete required work. He asked if meetings should be scheduled for 90 minutes, and if meetings could be scheduled during summer. He also indicated that the Task Force could form subcommittees on:

- Policies and Procedures Handbook
- IMOU Monitoring and Management Process
- Implementation and Outreach

Next Meeting scheduled May 11, 2017.

Meeting adjourned.

Respectfully Submitted,
Rebecca O'Neal
Secretary

Next Scheduled Meetings - Future meeting to be held on May 11, 2017 at 4:00 p.m. in Room S110 Memorial Union.