MU Task Force on International Partnerships and Agreements

Date:       June 6, 2017
Time:       2:00 p.m. – 3:30 p.m.
Place:      105 Jesse Hall – Chancellor’s Conference Room


Visitors:   Kerri Urban

Agenda Items:
1. Welcome and Review – Paul Ladehoff

Ladehoff gave an overview of the previous meeting, and provided hard copies of the “Draft 6” Handbook for International Linkages. The “draft 6” Handbook for International Linkages incorporated comments and revisions proposed at the May 11, 2017 meeting. This version is posted on the Task Force website, under “Resources”.

Discussion on Draft 6 continued, beginning with Section 3.

Under 3.2, “Guidelines for Initiating Agreements”, the group considered possible overlaps with the questions on the International Agreement Planning Form. These questions should guide faculty members (and other initiators) in preparation for a new IMOU.

Other comments:
What is the goal of the questions?

A lot of good things can happen without an agreement.

The questions were based on another university’s guidelines. We should adapt them to fit Missouri’s needs and current situation.

Questions could be organized as a decision tree, to clarify submission and review of new agreements.

Facilitate access to agreements across campus to foster synergies and to avoid duplication.

Discussion continued to section 4 – “Initial Steps to Developing an Agreement” on page 8 of draft 6.
Ladehoff reminded the committee members that the goal is that the Task Force provide recommendations to the Provost and Interim Vice-Provost for International Programs by September in the following three areas:

- Guidelines, policies and procedures for submitting, reviewing, signing and evaluating
- Work assignments and responsibilities to manage and monitor
- Implementation and outreach

Minutes from the May 11, 2017 meeting were reviewed and approved.

2. **Guidelines, policies and procedures for submitting, reviewing, signing and evaluating – Paul Ladehoff and Jim Scott**

**Comments:**
- There needs to be a lot of thought given toward the goals of the unit (or units) that develop new agreements before submission.
- CAFNR has developed a series of questions for proposed new study abroad programs. Perhaps this would be a model used across campus.
- A lot of good things can happen without legal obligation
- The “Planning Form” purpose is to help people consider all possible benefits and costs associated with proposed agreements.

Lisa Wimmenauer and Miguel Ayllon agreed to review the “Preparatory Questions” and propose revisions.

**Section 4. Initial Steps to Developing an Agreement**

Currently, the originator doesn’t always report to the International Center for consultation upon developing an IMOU, but expects it to be signed.

**Section 4.1 Choosing a Partner**
- This section is currently written as if MU is initiating all the agreements. Include, A. and B. (receiving and responding).

**Section 4.4. International Agreement Planning Form**
- Each IMOU is originated for different reasons and the “Planning Form” provide more insight to the initiator, as well as reviewers, prospective partners and other stakeholders, but the consultant. The planning form is the what, who, and why of the reason for generating an IMOU.

**Section 4.5**
We need to clarify the purpose (or intent) of the IMOU Committee’s review.
We need to specify who has the authority to decide not to move forward with an IMOU before it is sent to Provost and/or Chancellor.

Section 5. Drafting an Agreement
Ladehoff asked Melinda Adams to give an overview of the “Mapping and Processing” and how it works. Adams gave a verbal overview and a meeting with Paul Ladehoff, Jim Scott, Lisa Wimmenauer or Casey Forbis, Melinda Adams, Kerri Urban, and Rebecca O’Neal was made to take place on June 19, 2017 in N52 Memorial Union, International Center Conference Room.

A “Contracts Software Meeting” was set up with Melinda Adams, Lisa Wimmenauer or Casey Forbis, Jim Scott, and Rebecca O’Neal to take a look at the data base that Business Services is currently using and the capabilities of the database. This meeting was set for June 19, 2017 in 311 Jesse Hall.

2) Next Steps – Paul Ladehoff
1. Check in re Progress and Plans for
   a.) Guidelines
   b.) Monitoring and Management Process
   c.) Implementation and Outreach
2. Suggestions for next steps and future agendas
   a.) Information Needs
   b.) Discussion Topics
3. Continuing our work over the summer
   a.) Scheduling additional meetings

Upcoming Meetings - Future meetings are to be held on July 11, 2017 a 2:00 p.m. – 3:30 p.m. in 105 Jesse Hall (Chancellor’s Conference Room), and August 1, 2017 at 2:00 p.m.- 3:30 p.m. in 105 Jesse Hall (Chancellor’s Conference Room).

Meeting adjourned.

Respectfully Submitted,

Rebecca O’Neal
Secretary