MU Task Force on International Partnerships and Agreements

Date: August 16, 2017  
Time: 1:00 pm – 2:30 pm  
Place: 105 Jesse Hall

Attendees: Melinda Adams, Miguel Ayllon, Casey Forbis, Ryan Griffin, Paul Ladehoff (Chair), Gabrielle Malfatti, Jim Scott, and Shuping Zhang.

Visitors: Kerri Urban

Agenda Items:

1. Welcome and Review (Paul Ladehoff):

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

   1) Process updates:
      a. The Task Force subgroup on software management. Whether and how we might use the database that Business Services has (in development) for the IMOU’s. This sub-group is to meet later in August and will have something to report on at our September meeting.
      b. Scott and Ladehoff will draft the charter for the campus IMOU Review Committee, including the objectives, duties, procedures, and composition of the committee and staff support. Other Task Force members are welcome to participate.
      c. The “Process Mapping” sub-group (led by Melinda Adams) has documented the current process used at MU to review international agreements. The group has also mapped out the ideal (or recommended) process. Adams will report the group’s progress later this meeting.
      d. Miguel Ayllon (initially working with Lisa Wimmenauer) worked to harmonize two sets of questions currently in the draft Handbook (version 6). One set of preparatory questions is designed to stimulate thought about the implications of agreements prior to submission. The second set is included in the Planning Form. Ayllon will present recommendations later in the meeting.

Committee remarks:

• General agreements are still agreements that can be binding.
• The International Center relies heavily on the contracts office to review legal implications of MOUs.
• IMOU Committee will be reconstituted and will have its own review criteria, based on the attached rubric developed at the University of California-Berkeley.
• The proposed process will eliminate duplicate or unnecessary steps in current review process.
• A timeframe is not connected to the map.
• The proposed procedures will reduce the number of MOUs submitted – by requiring the completion of the Planning Form.
• Our goal is not to decrease the number of IMOU’s developed. We want to improve the quality of agreements, and make review procedures clear and efficient.
• Task force members supported including pertinent fiscal managers in the review process.
• This process will eliminate the need to retain paper copies of contracts.
• All agreements should be reviewed after three years by the IMOU Review Committee.
• Partner institutions should be engaged before MU decides to renew (or terminate) an agreement.
• Provisions for review should be included in each agreements so all parties involved can plan for this process.

3. Guidelines, policies and procedures for submitting, reviewing, signing and evaluating.

   a) Review draft “Preparatory Questions” and suggestion that these, merge and replace both sect. 3.2 and the Planning Form in the draft Handbook. Miguel Ayllon presented recommendations on merging the questions, as posted on the SharePoint site.

   It was recommended to combine questions 4 and 5 of Miguel’s recommendations.

   Scott referred to the rubric metric, and explained it was shared after Lisa and Miguel was asked to look at the other questions.

   Ladehoff volunteered to work with Miguel on the questions.

4. Drafting Recommendations:

   1) Discuss draft recommendation topics that have emerged from review of handbook and other discussions. We will need to address this at our next meeting.

   2) Identify subgroup to draft language of recommendations for TF consideration. We will need to address this at our next meeting.

5. Process Plan to Complete Task Force Work:
1) **Next Steps**

Next scheduled meetings:
- Monday, September 11, 2017, 3:00 pm to 4:00 pm, 105 Jesse Hall
- Monday, September 25, 2017, 3:00 pm to 4:00 pm, 105 Jesse Hall
- Monday, October 23, 2017, 3:00 pm to 4:00 pm, 105 Jesse Hall

6. **Adjourn.**

   Meeting Adjourned.

   Respectfully Submitted,
   Rebecca O'Neal
   Secretary