



Category
INTERNATIONAL EDUCATION COMMITTEE – 6:10:00:33
Approval
Leadership Council Approved: March 2, 2017
Effective Date/Approved: March 2, 2017
Revised: July 21, 2015; December 9, 2016; March 2, 2017
Responsible Party: Vice President for Academic Affairs

I. PURPOSE

The International Education Committee (IEC) is a standing committee, whose purpose is to oversee all international education initiatives at Motlow State Community College. The Director of International Education serves as Chair of the IEC and retains administrative authority and responsibility for the duties assigned to the IEC, including setting the meeting schedule.

II. APPOINTMENTS

- A. The appointments and terms of service of committee members are as follows:
 1. Two faculty members from separate campuses, appointed by the Vice President for Academic Affairs for one-year terms
 2. Two Student Affairs staff members appointed by the Vice President for Student Affairs from separate campuses for one-year terms
 3. The Director of International Education
 4. The International Education Advisor
 5. One Campus Dean appointed by the Vice President for Academic Affairs (*ex-officio*) for a one-year term

III. VOTING

- A. The following information pertains to issues which require a vote by the IEC Committee:
 1. The Campus Dean serves *ex-officio* as a non-voting member unless his/her vote is needed to break a tie.
 2. All other members of the IEC have voting privileges and may succeed themselves in appointment.
 3. Any action taken by the IEC must be approved by a majority of the members.
 4. Members not in physical attendance at a meeting may vote by video conference or telephone conference call at the time of the meeting, or by e-mail within a reasonable period of time as set by the Director of International Education.

IV. RESPONSIBILITIES

- A. The duties and responsibilities of the IEC include, but are not limited to:
 - 1. Development and periodic review of policies and procedures regarding international education initiatives
 - 2. Assistance and advisement to the Vice President for Academic Affairs regarding international education initiatives
 - 3. Coordination, facilitation, and approval of faculty development activities related to international education initiatives
 - 4. Coordination and facilitation of international education initiatives including study abroad and co-curricular events
 - 5. Review and recommended disbursement of all expenditures related to international education initiatives, including the award of study abroad scholarships
 - 6. The International Education Advisor acts as secretary/recorder for the IEC, with the responsibility of recording, archiving, and disseminating minutes of all IEC meetings

- B. The role of the IEC is consultative with and advisory to the Vice President for Academic Affairs. All recommended actions or policies must be duly approved through the college approval process.