

The Forum on Education Abroad
2009 Annual Business Meeting
Grand Ballroom, Hilton Hotel, Portland, OR
Friday, February 20, 2009, 8:15am – 8:45am

AGENDA

- **Welcome Remarks:** Mary Dwyer, Chair of the Board
- **Report on Membership and Activities:** Brian Whalen, President and CEO
- **Financial Report:** Paul Davies, Treasurer
- **Activities of the Forum Council:** Natalie Mello, Chair, Forum Council
- **Closing Remarks:** Mary Dwyer

I. Welcome Remarks

Mary Dwyer, Chair of the Forum Board, opened the meeting at 8:15am. In her opening remarks she noted that the Forum is as an organization in excellent shape and that it continues to deliver excellent membership services and benefits. She cited the excellent support of Dickinson College in serving as the strategic partner of the Forum. Dwyer noted the leadership of Brian Whalen as president and CEO and the outstanding work of the Forum Council and staff in helping to make this an excellent year for the organization.

II. Report on Forum Membership and Activities

Forum President and CEO Brian Whalen gave a report on the latest membership figures as well as highlights of the most recent membership services and benefits,

<u>Member Type</u>	<u>Total</u>	<u>Growth This Year (since 7/1/08)</u>
U.S. Colleges/Universities	251	28%
U.S. Study Abroad Providers	44	17%
International Universities/Organizations	32	38%
<u>Affiliates and Reciprocal</u>	<u>16</u>	<u>30%</u>
TOTAL	353	26%

*Note: There are also 51 individual memberships and 28 additional Associate members

Recent Member Services and Benefits

Standards and Quality Improvement

- Quality Improvement Program (QUIP)
 - Several institutions/organizations have completed QUIP
 - Over 50 Peer Reviewers have been trained and appointed
- *Standards of Good Practice for Short-Term Education Abroad Programs*
- Enhanced toolbox of Best Practices

Recent Educational Resources

- *Education Abroad Glossary*
- *State of the Field Survey*
- *Pathways to the Profession Survey and Report*
- Talking points on economic crisis and education abroad
- Expanded conference sessions, Fireside Dialogues and workshops
- Volumes 17 of *Frontiers: The Interdisciplinary Journal of Study Abroad*
- In the near future: webinars on the Standards and QUIP

III. Financial Report

Paul Davies, Board Member and Treasurer reported on behalf of the Board that the Forum continues to improve its financial position and finished the fiscal year ended June 2008 with a surplus of over \$120,000. Looking to the current fiscal year, the Forum anticipates finishing the year with a surplus. Davies said that this could not have been possible without the support of our members, our sponsors the staff of the Forum and Dickinson College, which provides a home to the Forum through its generous support.

In addition Davies reported that for the fourth year in a row, our auditors, Boyer and Ritter have issued an unqualified or "clean" opinion on our financial statements. Davies said that this is a credit to Brian Whalen and his staff. Copies of the audited financial statements were provided on the tables for review by members.

On behalf of the Board, Davies thanked the members for their continued support.

IV. Report on Activities of the Forum Council

Natalie Mello, Chair of the Forum Council, reported on the activities of the Forum Council from May, 2008- February, 2009:

Standards Committee (Chair, Michael Steinberg)

- Developed Standards for Short-Term Education Abroad Programs
- Developed Draft Standard for Environmentally and Culturally Responsible Programs
- Developed a new workshop on an Introduction to the Standards
- Evaluated QUIP protocols for different types of reviews
- Established Working Groups:
 - Code of Ethics
 - Will consider any revisions and populate toolbox of best practices
 - Environmental and Cultural Responsibility
 - Developed draft of new standard
 - Institutional Relations
 - Developing guidelines for institutional relations

Data Committee (Chair, Kim Kreutzer)

- Developed Education Abroad Glossary
- Conducted State of the Field Survey
- Conducted Pathways to the Profession Survey
- Developed job titles and descriptions to add to CUPA Survey
- Continuing work on taxonomies of job descriptions
- Collaborated with IIE on capacity survey
- Collaborating with Inter-association Campus Internationalization group
- Collaborating with Open Doors working group

Outcomes Assessment and Research Committee (Chair, Mell Bolen)

- Managed Undergraduate Research Awards process
- Continuing work on BEVI project
- Continuing work preparing a monograph on implementation of assessment results
- Producing workbook for developing qualitative assessment of student experience abroad
- Developing an award for education abroad researcher

Curriculum Development and Academic Design Committee (Chairs, Jeremy Geller and Andy Law)

- Organized two conference sessions on curricular approaches
- Re-visioning work of the committee

Advocacy Committee (Chair, Heidi Soneson)

- Continuing work on campus advocacy manual
- Developed prototype standard study abroad application

V. Closing Remarks

Chair of the Board Mary Dwyer thanked those in attendance for coming and closed the Annual Business Meeting at 8:45am.