

**Forum on Education Abroad
Ethics Working Group Meeting
Friday, November 16
Saskatchewan Room, Royal Fairmont Hotel, Toronto**

In Attendance: Bill Anthony (Northwestern University), Adrian Beaulieu (Providence College), Nancy Belck (IFSA – Butler University [proxy]), Laurie Black (School for International Training), Jerry Bookin-Weiner (AMIDEAST), Joseph Brockington (Kalamazoo College), Joy Carew (University of Louisville), Jim Citron (Dartmouth College), Bill Clabby (International Studies Abroad), David Comp,)University of Chicago), Andrea Custodi (The Alliance for Global Education), Stephen DePaul (University of Texas System), Molly Donovan (Council on International Educational Exchange), Steven Ferst (Rutgers University), Dennis Gordon (Santa Clara University), Adam Grotzky (Towson University), Martha Johnson (University of Minnesota, Twin Cities), Peter Kerrigan, (DAAD), Kim Kreutzer (University of Colorado at Boulder), David Larsen (Arcadia University, Center for Education Abroad), Kathleen McDermott (Columbia University), Michael Morrison (Baylor University), Laurie Mossler (Dickinson College), Maureen Shelburn (Cultural Experiences Abroad), Michael Steinberg (Institute for International Education of Students), Trish Tindall (University of Wollongong), Michael Ulrich (University of Maryland [proxy]), Anders Uhrskov (Danish Institute for Study Abroad, J. Scott Van Der Meid (Brandeis University), Paul Watson (American Institute for Foreign Study), Annmarie Marlin Whalen (The Forum on Education Abroad), Brian Whalen (The Forum on Education Abroad), Michael Woolf (Foundation for International Education), Annagene Yucas (University of Pittsburgh).

Brian Whalen opened the meeting at 5:30 pm. He welcomed the members attending and thanked them for the time and energy they have dedicated to the ethics project. Also present at today's meeting are members from the Forum's Standard's Committee who may not have been present at the Carlisle meeting because the current ethics work takes place within the context of the Standards Committee. Whalen thanked CIEE colleagues for their generosity in arranging use of the meeting room.

Whalen updated the group. He stated that he had received many inquiries from Forum members about the Code of Ethics, expressing interest and hoping the Code would be available as soon as possible. Whalen noted the substantial progress made on the draft Code of Ethics. The Forum staff together with a small subset of volunteers from the Ethics Working Group developed the draft Code based on the discussions at the Carlisle meeting and on examples of other organization's codes of ethics. General ethical principles were pulled out from those discussions, a preamble was written, and a 4-question decision-making tool was drafted. More recently, examples of ethical best practices, also taken from the discussions and small-group work at the Carlisle meeting, were put together.

Michael Steinberg described how the work on the draft Code of Ethics would proceed in this meeting. The group would discuss each section of the draft Code to offer feedback and comment. Steinberg noted the timeline for presenting the draft Code to the membership for comment and feedback. Because so much progress had been made since the Carlisle meeting, he anticipated that the draft Code would be made available to Forum members by the end of the year, through password-protected access on the Forum website. After receiving and incorporating comments from the Forum membership, in January 2008, the draft Code would be made available for public comment via the Forum website. The Forum's Board of Directors would then vote on accepting the Code of Ethics.

Steinberg described the structure of the draft Code. It is divided into four sections: Preamble, Four-Question Decision-Making Test, Ethical Principles and Examples of Best Practices. Before opening the floor to general discussion, Steinberg noted that one of the goals of the meeting was to make sure that the draft Code adequately addressed the background issues that originally led to convening the Carlisle Ethics meeting.

Discussion followed on the details of the language and wording of each of the sections. The group agreed that the 4-question decision-making tool should be called “the Compass.” Language in the section of Ethical Principles was refined for clarity, parallel structure, and for consistent reference to institutional/organizational activity. It was agreed that site visits, when conducted with the purpose of evaluating and assuring quality control of sites abroad, are a necessary part of education abroad management and an ethical practice when ethical principles are followed. Details and examples of best site visit practices should be included in the fourth section of the Code. The issue of subsidies was raised; it was agreed that the Code should address this issue in the context of encouraging adequate home institution program funding.

Discussion ensued about how the Code is not a substitute for an individual organization’s own code of ethics, but how it is meant to provide a useful, relevant guide for the developing of individual institutional and organizational practices.

It was agreed that the section offering examples of ethical best practices needed further crafting. Forum staff will contact the members of the Ethics Working Group for their choice of topic within that section, and work on each topic will proceed in small groups. Ethics Working Group members were urged to continue to dialogue through the working group website.

The importance of the Forum’s Code of Ethics in relation to broader organizational contexts was discussed. The group agreed that the Forum would develop ways, such as a letter co-signed by the Forum President and the members, for Forum members to bring the Code to the attention of senior staff and chief international officers at their institutions and organizations.

The meeting was adjourned at 6:40 pm.