

International Initiatives Committee Mission Statement and Bylaws

KUTZTOWN UNIVERSITY
Kutztown, PA 19530

Revised Draft May 2024

MISSION

The International Initiatives Committee is a working committee that seeks to provide education and awareness to the Kutztown University community regarding broader campus internationalization initiatives. The Committee reports to the University Senate and is responsible for the following areas:

- Curriculum Internationalization:
 - Support departments in curating a portfolio of courses with global, intercultural, or international elements.
 - Support faculty on various options for internationalizing their courses. The committee can provide resources to assist faculty.
- On-Campus International Engagement:
 - Organize an annual [International Education Week](#) (Joint initiative by the U.S. Department of State and the U.S. Department of Education).
- International Strategic Planning:
 - Support the Office of International Education and Global Engagement as they implement the International Strategic Plan.

BYLAWS

I. COMPOSITION AND TERMS OF APPOINTMENT

a. Committee Membership Composition

- i. A representative from the Office of International Education and Global Engagement (Permanent Member)
- ii. One member of the College of Liberal Arts and Sciences (Appointed by the Committee on Committees)
- iii. One member of the College of Business (Appointed by the Committee on Committees)
- iv. One member of the College of Education (Appointed by the Committee on Committees)
- v. One member of the College of Visual and Performing Arts (Appointed by the Committee on Committees)
- vi. One Professional Staff member (Appointed by the Committee of Committees)

- vii. One Academic Dean or Director (Appointed by the Committee of Committees)
 - viii. One International Undergraduate or Graduate Student (Elected by current international students at Kutztown University)
 - ix. One non-International Undergraduate or Graduate Student, preferably who has participated in study abroad (Appointed by the Student Government Board).
- b. Membership Positions
- i. The representative from the office of International Education and Global Engagement will act as permanent co-Chair.
 - ii. A second co-Chair shall be agreed upon by the members.
 - iii. A Recording Secretary shall be agreed upon by the members.
- c. Terms of Appointment
- i. Non-permanent members are appointed for staggered two-year terms.
 - ii. Student members are appointed for one-year terms.
- d. Election Procedure for Student Member Positions
- i. The International Student member: Each academic year a willingness-to-serve call will go to all currently enrolled international students on August 1st and will be due by September 1st. All international students will then vote on a representative by September 15th, so a student representative is appointed by October 1st each year.
 - ii. The non-International Student member: Each academic year a willingness-to-serve call will go out to the Student Government Board to disseminate to the student body. The Student Government Board will determine its own election procedures for this position and have a student representative appointed by October 1st each year.

II. DUTIES

- a. Duties of Committee Members are:
- i. Elect International Initiatives Subcommittee Chairs and Members as necessary.
 - ii. Prepare an annual outline of activities and objectives for the year and submit it to the University Senate at the beginning of the academic year.
 - iii. Review the International Initiatives Committee's Mission Statement, Bylaws and Operating Guidelines on an annual basis.
 - iv. Attend meetings on a regular basis.
 - v. Inform a Chair if unable to attend a meeting.
 - vi. Perform committee duties as assigned.

- vii. If serving as a representative of a department or college, provide regular feedback to appropriate constituency.

b. Duties of Chairs are:

Permanent co-Chair:

- i. Call all-committee meetings on a regular basis.
- ii. Set the agenda and distribute prior to the all-committee meeting.
- iii. Distribute the minutes prior to the all-committee meeting.
- iv. Distribute Mission Statement, Bylaws, and Operating Guidelines to members at the first meeting of the year for information and review.
- v. Ensure that the University Senate Office has a copy of the Mission Statement and Operating Procedures.
- vi. Inform University Senate if proposing any changes in structure, membership, or mission.
- vii. Submit any revision of the Mission Statement to University Senate for approval.
- viii. Submit any revision of Operating Procedures to University Senate for approval.
- ix. Co-present an interim report to the University Senate as requested.
- x. Co-present a written annual report to the University Senate outlining accomplishments and activities of the Committee.

Elected co-Chair:

- i. Call subcommittee meetings on a regular basis and oversee their progress.
- ii. Set the agenda and distribute prior to the subcommittee meetings.
- iii. Distribute the minutes prior to the subcommittee meeting.
- iv. The elected co-Chair will appoint a recording secretary.
- v. The elected co-Chair will organize subcommittees as needed.
- vi. Ask for administrative expertise to attend specific meetings as needed.
- vii. Present a written annual report to each member of the Committee outlining their accomplishments.
- viii. Co-present an interim report to the University Senate as requested.
- ix. Co-present a written annual report to the University Senate outlining accomplishments and activities of the Committee.

c. Duties of Recording Secretary are:

- i. Record the minutes of each meeting.
- ii. Record the names of those attending and those not attending at each meeting.
- iii. Arrange a subcommittee representative to provide minutes and attendance records when the recording secretary cannot be present.

- iv. Submit copies of minutes to the University Senate Office for archival purposes.
- v. Maintain the Committee's digital archive of committee agendas, minutes, and reports.

III. MEETINGS

The International Initiatives Committee will meet at least two times per semester, and additional subcommittee meetings will be scheduled on an as-needed basis. Members who miss two regularly scheduled meetings without notification in a given semester and are not actively participating may be assumed to have withdrawn from the Committee. The IIC will notify COC to discuss a replacement.

IV. AGENDA

- a. The agenda shall consist of the following order of priority:
 - i. Call to Order
 - ii. Approval of Minutes
 - iii. Announcements
 - iv. Old Business
 - v. New Business
 - vi. Adjournment
- b. A call for agenda items will be sent out to all members of the Committee with a copy of the minutes and a draft agenda at least one week prior to the meeting.
- c. The final agenda for the meeting will be available on the digital archive on the day of the meeting.

V. RULES OF ORDER

- a. Robert's Rules of Order will govern the committee's procedures when applicable.
- b. A quorum will consist of a simple majority of the members of the full committee. A quorum is needed to hold meetings and conduct business.
- c. All members of the committee have full voting privileges.
- d. In order to have a vote, there must be a quorum.
- e. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership.