



International Programs and Services

FIVE-YEAR REPORT, 2005-2010

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*THIS REPORT DOCUMENTS THE ACTIVITIES
OF THE OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES
THAT HAVE TAKEN PLACE SINCE THE OFFICE DOUBLED IN SIZE
AND EXPANDED ITS SERVICES TO THE STUDENTS, FACULTY AND
STAFF OF WESTERN CAROLINA UNIVERSITY*

**Western
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UNIVERSITY

TABLE OF CONTENTS

	Page
1. Introduction	3
2. Primary Goals and Priorities	3
3. Structure of the Office	3
4. Clientele served by the Office	4
5. Demand for the Programs	4
6. History of the Office	5
Study Abroad	7
a. Chart 1: WCU Study Abroad Summary Data, 2004-2010	9
b. Chart 2: Balances of all Study Abroad Programs at WCU, 1995-2010	9
c. Chart 3: Undergraduate Study Abroad Students by Year, College and Department, 2005-2010	11
International Students	13
a. Chart 4: International Student Data 2004-2010	13
b. Chart 5: Countries Represented by International Students 2009-2010	14
c. Chart 6: International Students by Department, College and Major, 2005-2010	15
Intensive English Program	17
a. Chart 7: Intensive English Program – student numbers	17
International Faculty Services	17
Phi Beta Delta Association for International Scholars	17
K-12 International Outreach Programs	18
Asian Languages at Western Carolina University	18
Faculty-led Travel Courses	19
a. Chart 8: Faculty-Led Trips during 2010	19
b. Chart 9: Faculty-Led Trips during 2009	20
c. Chart 10: Educational Travel Matrix and A.P.R. 20	21
7. Alignment with the WCU Mission, Vision, Values	22
8. Alignment with the UNC-Tomorrow Report	23
9. IPS Interactions with WCU Academic Colleges	26
10. International Visitors to the WCU Campus	27
11. Risk Management	28

12. Office Budget	29
Appendices	30
Appendix A: Organizational Chart	31
Appendix B : WCU Faculty Abroad 2009-2010	32
Appendix C: International Visitor Approval Form: International Visitors	36
Appendix D: WCU Faculty Teaching in Jamaica	39
Appendix E: IPS Budgets – State Accounts, 2005-2011	42
Appendix F: IPS Budgets – Exchange Program Account, 2005-2011	44
Appendix G: IPS Budgets – Faculty-led Short Term Trip Account, 2008-2011	46
Appendix H: IPS Budgets – Intensive English Program Budget, 2009-2011	47

1. International Programs and Services

5-Year Report, 2005-2010

1. Introduction

International Programs and Services (IPS) provides a central office at Western Carolina University that supports all academic units on campus to internationalize the curriculum, provide study abroad opportunities for students, develop faculty opportunities to teach and research abroad, recruit and serve international students at the undergraduate and graduate levels, provide international outreach programs to the community, and assist international faculty. In addition, IPS provides international programming, administers the Intensive English Program (IEP), and contributes to risk management at the university.

This Five-Year Report describes the current structure of the office and the roles and responsibilities of office staff. It documents the goals of the office, its history, the numbers of students and faculty served by the office, the operating budget, as well as the alignment of the office with the QEP and UNC-Tomorrow Report.

2. Primary Goals and Priorities

The primary goals of IPS include:

- To collaborate with university colleges, departments, and offices, and local public schools, to internationalize curricular and extra-curricular programs/experiences for students and faculty;
- To establish, monitor and re-evaluate effective administrative processes for admitting and assisting international students and visitors; sending WCU students to study, intern, and conduct service, as well as WCU faculty to teach and research, abroad;
- To provide English language instruction for international students,
- To facilitate the employment of international faculty, the exchange of WCU faculty, and the reception of international delegations;
- To contribute to the university's risk management efforts in the areas of export control, visual compliance, student/faculty safety abroad and global health issues.

3. Structure of the Office

IPS reports directly to the Provost in Academic Affairs. Currently, IPS has seven full-time, state-funded positions and one faculty member who teaches two courses and manages the faculty travel courses (paid with soft money). These positions are director, part-time assistant director, administrative assistant, study abroad advisor, study abroad student services specialist, international student advisor, international student services specialist, and director of intensive English program (Appendix A). In addition, IPS has a

number of interns (paid and unpaid) and four to five work-study students. International Programs and Services has always employed student workers (work-study and occasionally, non-work study). They perform regular office duties such as filing, answering phone, data entry and to wait on students, staff and faculty who come to IPS for meetings, as well as assist with study abroad recruitment, international student orientations, international festivals, and international education week activities. Periodically, IPS cooperates with academic units on campus to supervise undergraduate and graduate internships. At one time, IPS was able to hire graduate assistants, but in 2008 IPS no longer received funding from the Graduate School for a graduate assistant. In spring, 2010, IPS had two unpaid interns that are part of the new masters in College Student Personnel to assist with the K-12 International Outreach Program, study abroad recruitment, and international and IEP student activities. The IEP serves as a teaching practicum site for masters in Teachers of English to Speakers of Other Languages (TESOL) candidates.

4. Clientele Served by the Office

There are a number of key university and community users/participants of IPS programs and services:

1. WCU students desiring to study, intern or participate in service learning abroad;
2. International students desiring to study at WCU either as exchange students for a semester or a year, to learn intensive English for 1-4 semesters, or as graduate or undergraduate degree-seeking students;
3. International partners collaborating with IPS to establish exchanges for their students and faculty;
4. WCU faculty wanting to lead a group of students to an international destination on a travel course or to conduct research overseas;
5. WCU department heads hiring an international faculty member on fixed-term or tenure track positions;
6. WCU administrators monitoring export control, visual compliance and world-wide health issues that impact the safety of the university community;
7. Western North Carolina public school personnel seeking assistance by internationalizing their curriculum with classroom visits by international students/faculty and by participating with their students in the WCU annual International Festival;
8. Visitors/delegations to the WCU campus needing assistance with visas, housing, orientation to the area or university.
9. Global Partners Liaison office clientele with Hannam University, Daejeon, South Korea.

5. Demand for the Programs

We identify and measure the yearly demand for our programs and services by the number of

- a. students attending the annual Study Abroad Fair (approximately 400 students),
- b. students attending the Study Abroad advising sessions and filling out the Study Abroad Interest Form (2006-07: 193; 2007-08: 147; 2008-09: 187; 2009-10: 207),
- c. students studying abroad each semester, year and summer (Chart 1),
- d. enrolled international students (250 exchanges and degree-seeking, including Jamaican students),
- e. international students seeking funding from the Kendall King Scholarship Fund (15-20 students per year. Monies awarded: 2005-06, \$2860; 2006-07, \$3527; 2007-08, \$4200; 2008-09, \$4180; 2009-10, \$3491)
- f. intensive English language students admitted to WCU's IEP (7 in Fall-Spring 2009-10; 40+ in Fall-Spring, 2010-11),
- g. Jamaican students seeking to continue their studies during the summer at WCU (approximately 120-190 each summer),
- h. faculty-led travel courses (approximately 9-13 each year, 2005-2010),
- i. WCU academic departments and colleges seeking assistance with internationalization efforts (3-4 each year),
- j. public school requests for international speakers/programs (approximately 20),
- k. attendees at the annual International Festival (approximately 1,500 to 2,000) and International Education Week activities (900-1000 attendees),
- l. departments seeking assistance with H-1B and PERM petitions for their international faculty (approximately 5-9 per year),
- m. WCU offices inviting international scholars or delegations to campus (3-4 a year),
- n. The number of visits to various pages on our website as provided by Google Analytics.

6. History of the Office

Prior to 1996, the Center for Improving Mountain Living (CIML), which reported to the Vice-Chancellor for University Services, developed international connections for WCU through the U.S. Agency for International Development (USAID) technical assistance grants in mountainous regions throughout the world. CIML's international component administered these grants with a staff of field workers in areas that typically involved agriculture. CIML incorporated the work of the former Economic Development Center in the College of Business that was founded in 1969 by Chancellor Alex Pow to provide technical assistance and research to firms and communities for the long-run purpose of improving the economy, the society, and the environment for the people of the region. In 1977, CIML was founded to expand this vision and include sound economic development, community development, the relationship of the region to the world and its rich heritage, and the human resources needs of the region. The international component of CIML was begun when Articles of Incorporation by the state of North

Carolina were approved in 1984 for the establishment of The Joint Private Volunteer Organizations (PVO)/University Rural Development Center to be headquartered at Western Carolina University. In 1988, the name was changed to the Center for PVO/University Collaboration in Development (commonly called the PVO/University Center).

In the early 1990s, the PVO/University Center was composed of as many as 17 U.S. universities and 16 PVOs. The PVO/University Center hosted workshops and seminars, sought grants, developed and implemented research and technical assistance collaborative projects relating to rural poverty in developing countries and in the United States, provided information exchange and dissemination relating to those projects, trained staff and provided program evaluation of the participating PVOs and non-governmental organizations (NGOs) in various countries to complete the grants up until 2002. It also promoted PVO and university staff and faculty exchanges, and provided networking between the PVOs, NGOs, NGO associations, universities, development agencies, and host governments. At one time, WCU was also involved with setting up new universities in Oman and had connections with China.

In 1996, as a result of the findings of the 1993-1995 Task Force on Diversity, which determined that WCU needed a Center for Multicultural and International Education to formulate policies, set priorities and implement programming for campus and international student and faculty activities, IPS was created from the international component of CIML. IPS reported directly to the Vice-Chancellor for Academic Affairs. Initially IPS was charged, in addition to overseeing the completion of the PVO/University Center projects, with developing study abroad processes for WCU students. This was facilitated by the creation in 1996 of the University of North Carolina Exchange Program (UNC-EP), with offices headquartered at UNC-Greensboro, serving the entire UNC university system.

UCIP. At that time, the IPS Director also became a member of the University Council on International Programs (UCIP), a committee comprised of the UNC senior international officers (SIO) that meets twice a semester to discuss international activities across the state. Over the years, WCU collaborated on a number of activities that emanated from UCIP, including the 2006-2007 Humphrey Fellows Grant, a German graduate assistant in 2007-2008, and orchestrating the payment and management of a North Carolina booth on behalf of the 17 state universities at the 2007-2010 annual European Association for International Education (EAIE) Conferences.

As a result of the suggestions by business and legislative participants in March 31, 2009, North Carolina Center for International Understanding's (NCCIU) Global Engagement Summit, UCIP identified two goals in which to engage over the next 3-5 years: the internationalization of UNC teacher education programs and the recruitment of international students. WCU's IPS director currently heads the state-wide committee on internationalizing teacher education. She is working with UCIP members and College of Education personnel from five UNC universities to sponsor a workshop in November, 2010, in order to

foster the internationalization of teacher education in the state. For the next two years, 2010-2012, the IPS director will also chair the UCIP committee for the state.

IPAC. To assist and advise IPS as the processes for study abroad were identified and created with various constituents across the university, the International Programs Advisory Council (IPAC) was formed. Initially, from 1999 to 2005, the council consisted of the IPS director, the Director of the Center for PVO/University Collaboration, the International Student Advisor (from Student Affairs), the Associate Dean of Continuing Education and Summer School, one faculty member from Modern Foreign Language Department, and appointed members: one faculty member each from the College of Applied Science, College of Education and Allied Professions, College of Business, and College of Arts and Sciences; one staff person selected from Student Affairs, Business Affairs, or UG/G Admissions; one International Student; and one Domestic Student who has had international experience. The purpose of the council was to advise IPS concerning the administration of study abroad programs and internationalizing WCU programs. In 2009, after IPS underwent some administrative changes in 2006 by adding three new positions, IPAC was reconstituted to include the following members: associate deans from the six academic colleges, the dean of the Honors College, associate deans of the College of Educational Outreach and Graduate School, the IPS director and assistant director, the chair of Modern Foreign Languages, and a library representative. The charge to this council is to collaborate with the Office of International Programs and Services (IPS) and other WCU colleges on university efforts to internationalize the WCU campus and academic programs. In response to UNC-Tomorrow Plan, as well as the Quality Enhancement Plan adopted recently by WCU, there is an increased need for all colleges and departments to gain knowledge of the current level of internationalization efforts at WCU, to partner on common international research and exchange initiatives; to identify potential and strategic international activities for students and faculty; to recruit faculty and students to participate in international research, study and internship activities; to internationalize the WCU campus by recruiting international students to their programs; to evaluate WCU's college and department programs.

Study Abroad

Study Abroad opportunities for WCU students began in the early 1990s with the University of Glamorgan, Wales; Galway-Mayo Institute of Technology, Ireland; AVANS University of Applied Science (current name), Netherlands; and the Euro-American Institute of Technology (SKEMA), France, with periodic exchanges transpiring. Because the study abroad process was ill-defined at the time, very few WCU students knew about or participated on an actual exchange. The first UNC-EP consortium agreement, in 1996, was with the state of Baden-Württemberg in Germany. WCU participated that year by sending three students to study German at three separate universities. Currently there are agreements with consortia in nine countries: Germany, Finland, Denmark, Sweden, Mexico, Brazil, Uruguay, Canada,

and Australia. With UNC-EP membership and the affiliation of UNC-EP with the International Student Exchange Program (ISEP), more exchange possibilities became available for WCU students.

From 1999 to 2001, WCU collaborated with ECU and UNC-Wilmington on the grant-funded Japan Global Partnership, which sent public school teachers and one WCU faculty to partner public schools and universities to collaborate on research projects. Each of the NC universities, in turn, received Japanese public school teachers and professors in April. The Japan Global Partnership eventually evolved into the Western Japan Consortium exchange program which currently sends WCU students to Japan each year. In the last six years, IPS was able to make a number of site visits to China, South Korea, Japan and Europe to acquire a few more bilateral exchange partners.

WCU students can also directly enroll to various international universities, such as London Metropolitan University in London, England, as well as the Middelburg Center for Transatlantic Studies (MCTS) in the Netherlands. In 2000, IPS worked with the Financial Aid office to offer direct enrollment possibilities to students. Students enroll in a place-holder course at WCU, which maintains their student eligibility, and pay tuition, fees, room and meals to their host institution. IPS handles the individual agreement for these students with the host university. WCU students now have the possibility of studying in over 250 universities worldwide. IPS works with the WCU colleges and departments as well as Legal Counsel to identify new partners, conduct appropriate site visits, fill out the necessary paperwork to initiate an exchange, and negotiate the actual exchange contract.

Chart 1 below, shows the overall statistics for Study Abroad from Fall 2004 to Fall 2010. Each full year includes Fall, Spring and Summer semesters except for Fall 2010.

Chart 2 below, illustrates the number of WCU students who have studied at our partner institutions either on exchange or as a direct enroll student from 1995 to April, 2010.

Chart 3 below, illustrates the majors of students studying abroad from 2005 until Fall semester, 2010. Since this chart includes double majors and counts students each semester they are abroad, it is not a tally of the number of students abroad, but rather, a tally of the majors abroad during the designated semesters. It is also a tally of fall, spring and summer semesters in each academic year.

Chart 1: WCU Study Abroad Student Summary Data: Fall 2004-Fall 2010

	2004-2005*	2005-2006*	2006-2007*	2007-2008*	2008-2009*	2009-2010*	Fall 2010
Study Abroad Info Sessions Attendees	176	181	198	145	187	207	112+
Study Abroad Fair Student Attendees					317 (1 st year)	307	390
Total Interested Students	176	181	198	145	504	514	
IPS Semester Programs	56	59	57	65	65	67	21
Faculty-Led Programs	44	154	99	141	156	119	5
Total Semester/Terms Abroad	100	213	156	206	206	186	26

* Year-long data = Fall, Spring, & Summer semesters

**Chart 2: Balances of all Study Abroad Programs at WCU
From 1995-April 2010**

Exchange Programs – Site	Incoming students/semesters	Outgoing WCU students/semesters
Avans University, Breda – Business	42/78	29/48
Avans University, Breda – Sciences	2/2	2/2
Glamorgan, Wales	30/51	49/67
Portsmouth, England – Business	30/30	18/20
EAIT, France	18/18	19/24
GMIT, Ireland	27/54	26/37
London Met	0/0	1/1
Japan Consortium	3/6	8/12
Hannam, Korea	6/12	0/0
Ludwigsburg – Germany	2/2	2/2
Weingarten – Germany	1/1	0/0
Chongqing Tech Bus Univ – China	0/0	1/1
Tomas Frias Univ – Bolivia	1/2	1/1

UNC Exch Program	63/89	85/102
ISEP Exch Program	29/40	34/43
Total	254/385	275/360

Direct Enrollment Site, Academic Semester/Year	Outgoing WCU semesters
ILYC, Granada, Spain	13
Australearn	13
London Metropolitan	16
Other sites	26
ISEP Direct Programs	12
Subtotal on Direct Enrollment, Academic Semester/Year	80

Direct Enrollment Sites, Summer	Outgoing WCU students
ISEP Direct, Summer	4
ILYC, Granada, Spain	34
KSSP, Hannam University, South Korea	6
Other programs, summer, to Spain, UK, Costa Rica, Argentina, Mexico, Portugal, Germany, Australia	43
Subtotal on Direct Enrollment, Summer	87

Chart 3:
Undergraduate Study Abroad Students by Year, College and Department
Fall, Spring and Summer, 2005-2010
Students counted each semester

WCU Department	College	05-06	06-07	07-08	08-09	09-10	Fall 10
Anthropology & Sociology	A&S	5	1	1	6	9	
Biology	A&S	9	6	2	2	2	
Broadcasting	A&S		2	2			
Chemistry	A&S	3	1		3	1	
Communications	A&S	6	3	2	5	8	1
English	A&S	18	10	5	8	15	1
Forensic Science	A&S				2		1
French	A&S	1					
Geosciences & NRM	A&S	4		2	2		
German	A&S	2	3		2	3	
History	A&S	4	8	4	6	1	1
Humanities	A&S		1	2			
Math & CS	A&S		2		7	6	
Multidisciplinary	A&S						1
Philosophy & Religion	A&S	5	3	1	5	3	
Political Science	A&S	4	2	4	3	7	
Pre-Pharmacy	A&S	1					
Social Sciences	A&S	4			1	1	
Spanish	A&S	9	4	4	6	19	
TOTAL semesters		75	46	29	58	75	5
Accounting	BUS		2				
Bus Admin & Law	BUS	7			1	4	
Business	BUS	1	14	22	9	9	4
CIS	BUS		2	1		1	
Entrepreneurship	BUS	1				1	
Finance	BUS	1					
Hosp & Tourism	BUS	2	1	1			
Intl Business	BUS	1	3		1		
Management	BUS	2	2			2	
Marketing	BUS	2	1				
TOTAL semesters		17	25	24	11	17	4
Elem Ed & Middle Grades	CEAP	7	4	32	4	7	
Parks & Rec	CEAP	1	3	5	6		1
Physical Education	CEAP	4				1	
Psychology	CEAP	2	3	8		12	1
Special Ed	CEAP	3			2	5	
TOTAL semesters		17	10	45	12	25	2

WCU Department	College	05-06	06-07	07-08	08-09	09-10	Fall 10
Art	CFPA	4	9	17	4	7	2
Interior Design	CFPA		12	18	16	10	
Motion Picture	CFPA					2	1
Music	CFPA	4			2	2	
Stage and Screen	CFPA				6	6	
Theater	CFPA	1		3	1	4	
TOTAL semesters		9	21	38	29	31	3
Athletic Training	CHHS		2		1		
CJ & Criminology	CHHS		5	1	17	9	
Communication Disorders	CHHS	1	2	1	1	2	
Emergency Mgt	CHHS	2			4		
Environmental Health Scie	CHHS		1	1	2	2	
Nursing	CHHS	9	24	14	6	2	
Nutrition	CHHS			2	1	1	
Recreational Therapy	CHHS		2	2	1		1
Social Work	CHHS	2		3	9	3	
TOTAL semesters		14	36	24	42	19	1
Construction Mgt	KS	3	4	1	5	1	2
Electr & Computer Eng Tech	KS				3		
Electrical Engineering	KS		1		4	1	
Engineering Tech	KS	2	1	1		1	1
TOTAL semesters		5	6	2	12	3	3
UNDECLARED TOTAL		2	1		3	11	
GRAND TOTAL Undergraduate semesters		139	145	162	167	181	18

Graduate Study Abroad Students by Year, College and Department
Students counted each semester

WCU Department	College	05-06	06-07	07-08	08-09	09-10	Fall 10
MA 2-yr College	CEAP	1					
MA History	A&S					2	
MA Physical Therapy	CHHS					1	
MA TESOL	A&S				3	2	3
MAEd Special Ed	CEAP			1			
MAT Art	CFPA			1			
MBA	BUS	2		1	1		
TOTAL graduate semesters		3		3	4	5	3

International Students

International students have always been welcome at WCU, and their needs were met by the international student advisor, a position located in the Student Affairs Division. With the inception of the IPS office, IPS staff collaborated with Student Affairs on a number of international student orientations and events. In 2002, IPS accepted responsibility for WCU student visa compliance on the new, Homeland Security Student Exchange Visitor Information System (SEVIS). This is an on-line U.S. government system that tracks all student applicants to U.S. institutions. The admitting university prints a paper visa form (which will soon be on-line only) that is sent to students who then pay a fee to the U.S. government, visit the U.S. embassy in their country, undergo an interview and then are either accepted or rejected for study at a particular university in the U.S. If accepted, they enter the U.S. at the border and IPS activates those coming to WCU in the system once they come onto campus. Degree-seeking students receive the F-1 student visa and exchange students receive the J-1 student visa. The IPS director became the Primary Designated School Official (PDSO) for the F-1 student visa and the Responsible Officer (RO) for the J-1 student and visitor visa compliance. Other staff members in the IPS office are Designated School Officials (DSO) or Alternate Responsible Officers (ARO). In 2010, IPS worked with the International Programs Advisory Council (IPAC) to devise a policy concerning the new J-Intern visa category that the U.S. Department of State provided to educational institutions.

In 2005, the position of international student advisor was transferred to IPS and IPS received approval to search for two additional positions: study abroad advisor and study abroad student services specialist. The office was restructured to provide two staff members for international student services and recruitment and two persons for WCU student exchanges. IPS became responsible for the annual International Festival and the annual International Education Week activities at WCU.

The Provost provided IPS with increased funding from Fall 2005-Spring 2007, in order to recruit international students by attending recruitment fairs in targeted countries. Collaborating with UNC-Wilmington, IPS staff attended international student recruitment fairs in Korea, Taiwan, and Singapore, splitting the costs. This provided WCU with international exposure, but the effort would need to be sustained to see any immediate effect on international student numbers.

Chart 4: International student data 2004-2010						
Academic Year	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
G&UG	83	116	86	78	65	68
Jamaica Summer	92	121	126	92	126	179
Total Incoming students	175	237	212	170	191	247

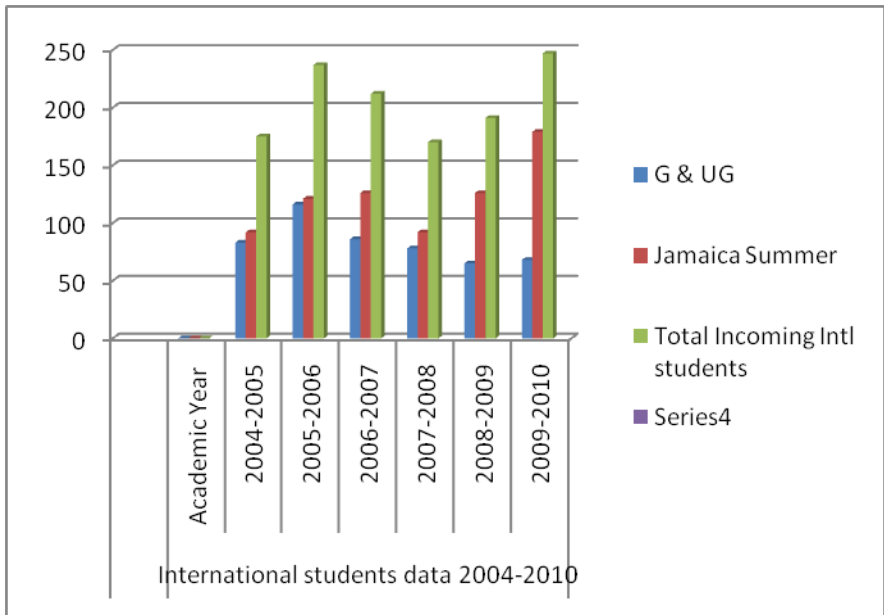


Chart 5: Countries represented by international students, 2009-2010

Australia	Bahamas	Canada	Cote D'Ivoire	Ireland	Denmark	Norway
China	France	Ghana	Ireland	Germany	Jamaica	Japan
Netherlands	Montenegro	Russia	Sweden	S. Africa	S. Korea	Chile
Spain	Taiwan	U.K	Vietnam	Malaysia	India	Belarus
Taiwan	Mexico	Colombia	Peru			

Chart 4 documents the actual numbers of international students attending WCU in the designated academic years. These numbers are collected in August of each year and do not reflect new students who enroll in spring of the academic year.

Chart 6 shows the various majors taken by international students while studying at Western Carolina University. Since international students are counted each semester at WCU, this chart is not a compilation of the number of international students at WCU, but rather, a count of the number of international students studying the specified major during that semester/year.

**Chart 6: Undergraduate International Students
by Semester, College and Major, 2005-2010
(Students counted for each semester at WCU)**

WCU Department	College	05-06	06-07	07-08	08-09	09-10	Fall 10
Broadcasting	A&S	0	0	0	4	0	0
Chemistry	A&S	1	0	0	2	2	1
Communications	A&S	2	3	4	2	6	2
English	A&S	0	0	3	1	7	2
Forensic Science	A&S	0	0	0	0	2	5
History	A&S	0	0	0	0	0	0
Geosciences & NRM	A&S	0	0	0	1	0	0
Math	A&S	4	2	2	0	0	0
Computer Science	A&S	4	5	1	2	2	2
Political Science	A&S	0	0	2	0	1	0
Pre-Med	A&S	0	0	2	2	2	1
Social Sciences	A&S	0	0	2	2	0	0
Spanish	A&S	0	0	0	1	2	0
TOTAL semesters		11	10	16	17	24	13
Accounting	BUS	0	4	4	2	6	1
Bus Admin & Law	BUS	5	7	7	3	0	0
Business	BUS	11	3	0	6	5	6
CIS	BUS	2	3	4	0	0	0
Entrepreneurship	BUS	0	0	1	2	7	5
Finance	BUS	0	0	5	1	4	1
Hosp & Tourism	BUS	2	1	1	2	0	0
Intl Business	BUS	8	4	13	11	11	5
Sport Management	BUS	10	0	11	10	6	2
Management	BUS	1	2	8	2	2	1
Marketing	BUS	2	0	10	4	3	3
TOTAL semesters		41	24	62	43	44	23
Elem Ed & Middle Grades	CEAP	0	0	1	0	1	2
Parks & Rec	CEAP	6	5	5	4	2	4
Physical Education	CEAP	2	0	0	2	1	1
Psychology	CEAP	2	2	0	3	10	2
Special Education	CEAP	0	1	2	0	0	0
TOTAL semesters		10	8	8	9	14	9
Art	CFPA	3	0	2	0	0	0
Motion Picture	CFPA	0	0	0	0	3	1
Music	CFPA	0	0	0	0	1	0
Stage and Screen	CFPA	0	0	0	2	0	0
TOTAL semesters		3	0	2	2	4	1

WCU Department	College	05-06	06-07	07-08	08-09	09-10	Fall 10
CJ & Criminology	CHHS	0	0	2	1	0	0
Communication Disorders	CHHS	0	0	0	0	0	0
Emergency Mgt	CHHS	0	0	0	0	0	0
Environmental Health Sci	CHHS	0	0	0	0	0	1
Nursing	CHHS	2	2	2	2	4	2
Physical Therapy	CHHS	0	0	0	0	2	1
Social Work	CHHS	0	0	0	0	0	1
TOTAL semesters		2	2	4	3	6	5
Construction Mgt	KS	0	0	0	0	2	0
Electr & Compt Eng Tech	KS	0	0	0	0	2	0
Electrical Engineering	KS	0	0	0	2	4	0
Engineering Tech	KS	0	0	0	0	0	0
Industrial Engineering	KS	0	0	0	0	2	1
TOTAL semesters		0	0	0	2	10	1
UNDECLARED TOTAL		0	0	0	0	0	0
GRAND TOTAL Undergraduate semesters		67	44	92	76	102	52

**Graduate international students by Semester, College and Department, 2005-2010
(Students counted for each semester at WCU)**

WCU Department	College	05-06	06-07	07-08	08-09	09-10	Fall 10
Accountancy	BUS	24	7	4	1	1	1
Art	CFPA	0	0	0	0	2	1
Chemistry	A&S	4	5	8	2	1	0
Communication Disorders	CHHS	0	1	3	3	2	0
Education	CEAP	3	0	0	0	0	2
Electrical Engineering Tech	KS	2	2	4	10	8	2
English	A&S	0	0	2	0	0	1
Entrepreneurship	BUS	0	1	2	1	0	0
Math	A&S	2	1	5	3	2	0
MBA	BUS	26	17	22	1	4	3
Nutrition	CHHS	0	0	0	1	0	0
Public Affairs	A&S	0	0	0	2	2	0
Special Ed	CEAP	0	1	2	4	2	0
TOTAL semesters		61	35	52	28	26	10

Intensive English Program

In 2005, IPS received permission from the Provost to begin an intensive English program (IEP) in order to attract more international students. Plans were developed for an English language, non-credit program and the search for a director position was approved. The IEP director was hired in September, 2008. She developed syllabi for a one-year program that is designed to bring intermediate and advanced English as a second language speakers to the point of succeeding in an American college setting. The program admitted one student in Fall, 2009. In spring, 2010, one of our Chinese partner institutions, Xi'An University of Architecture and Technology, sent 6 students to the IEP program. This fall, 2010, the WCU program has 11 students and is expecting 20+ more students to join this group in Spring, 2011. In addition, the director has hired a part-time instructor to assist with the program and is supervising an MAT intern in the WCU TESOL program. Chart 7 shows the numbers of IEP students over the last 2 academic years.

Chart 7: Intensive English Program – student numbers

Academic Term	Fall 2009	Spring 2010	Fall 2010	Spring 2011	Summer 2011	Fall 2011	Spring 2012
Graduate				3*			
Undergraduate	1	6	11	26*			
Total	1	6	11				

*accepted

International Faculty Services

In Fall, 2005, IPS accepted responsibility for assisting international faculty, who were recently hired in tenure-track positions, with the H-1B worker visa and permanent resident (PERM) petitions. The IPS director attended H-1B and PERM seminars offered by the state of North Carolina and NAFSA, the Association of International Educators in order to get trained. In addition, IPS utilizes the expertise of an immigration lawyer who was hired by the UNC General Assembly (GA) to assist the 16 system universities with these petitions, by paying \$1,000 toward this person's salary. Over the last five years, IPS has made 33 H-1B petitions and 9 PERM (permanent resident) applications for the departments of Biology, Chemistry and Physics, Mathematics and Computer Sciences, Music, Geosciences and Natural Resource Management, History, Communications, Psychology, Modern Foreign Languages, and the College of Business. All have been successful.

Phi Beta Delta Honor Society for International Scholars

Since 1998, IPS has housed the Phi Beta Delta Honor Society for International Scholars. In 1985, the Center for International Education at California State University, Long Beach wanted to recognize formally the academic achievement of international students, U.S. students returning from study overseas,

international scholars, staff involved in international education, and faculty engaged in scholarly international endeavors. On February 27, 1986, the Alpha Chapter of the Phi Beta Delta Honor Society for International Scholars was founded at Long Beach.

In 1997, Dr. Robert Gurevich, Director of International Programs at WCU, assembled a group of interested faculty and staff to discuss the establishment of a Phi Beta Delta chapter on Western's campus. That fall, the Delta Zeta Chapter was established at Western and the founding meeting and induction ceremony was held on April 6, 1998. Phi Beta Delta President Dr. Richard Rieff conferred membership on 58 WCU faculty, staff and students. Since 1998, the Delta Zeta Chapter has hosted international speakers, presented monthly brown bags, participated in International Education Week and International Festival, established a scholarship fund for members and most recently, organized weekly international socials. The chapter received the 1999 Outstanding New Chapter Award in the Southeast and the 2004 Outstanding Regional Chapter Award.

K-12 International Outreach

IPS frequently assists local school districts with international programming as requested. In 2002, the director of Chapel Hill's K-12 International Outreach Program, Mr. Bogdan Leja, requested that WCU become part of a Z. Smith Reynolds Foundation Grant to extend the program to four universities in North Carolina. From 2002 to 2005, IPS managed the new K-12 International Outreach Program to the eight most western counties in North Carolina. IPS paid presenters, ordered curriculum materials, and paid for the transportation of international students to schools. After this grant cycle ended, UNC received another grant from the U.S. Department of Education to develop processes to evaluate the services offered to the public schools. This grant involved not only the five North Carolina universities, but also three universities in Pennsylvania, Illinois and Ohio. Research was designed and completed, papers were written and presented at conferences, and in 2008 this grant cycle came to an end.

In the meantime, IPS has struggled to keep this program afloat. In 2009, IPS wrote a small grant and received \$500 from the Jackson County Arts Council to support the program for 2009-2010. In 2006, IPS received funding from the Laurasian Institute to sponsor a Japan Outreach Intern for two years. From 2007-2009, Ms. Emiko Nishiwaki worked from IPS to provide programming about Japan to district schools, universities, public libraries, community colleges and organizations. In addition, she assisted the WCU Japanese instructor with Japanese language courses on campus and during the faculty-led course in the summer.

Asian Languages at WCU

As a result of the Japan Global Partnership collaboration, IPS worked with the Department of Modern Foreign Languages, the Graduate School and the Provost Office to initiate a Japanese Language

program at WCU in 2001 which has now grown to over 200 students. From 2003 to 2005, Mr. Masafumi Takeda supervised this program and grew the number of course offerings from four to eight. In 2005, WCU created a position for Mr. Takeda to supervise the development of Japanese and Chinese at WCU. Because of the increased importance of China, both politically and economically, IPS worked with the Provost office and the Graduate School to offer Chinese language on campus. Chinese was first offered in the 2005-06 academic year based on the graduate student model with which Japanese was begun. However, there were problems with that model in the following year and Chinese was not offered. It was eventually decided to seek assistance from our Chinese partner institutions and bring in professional instructors on the J-visitor visa, provide them a stipend and campus housing. Sun Jing, from Fudan University in Shanghai (the UNC-EP system partner) was hired for the 2007-2008 academic year. Then we turned to one of our new Chinese partners and hired Dan-Dan Cao from the Chongqing Technology and Business University for the 2008-2009 academic year. Currently, Yuhui Quan, from Guangxi Normal University in Guilin is teaching our students until the end of May, 2011.

Faculty-led Travel Courses

In Fall, 2008, the responsibility for faculty-led travel courses was transferred from the College of Educational Outreach to IPS. Permission was granted for a faculty member with one-half release time to supervise this program. The faculty travel course guidelines were revised to reflect the funding model for Summer School, as administrated by Academic Affairs Division (see Educational Travel Matrix on page 21). The most immediate change was not charging students for summer tuition. Rather, students are charged a \$200 administrative fee that is divided between IPS and Summer School. In addition, the students are charged the faculty stipend and travel/accommodation costs. The cost for most WCU summer travel courses range between \$3,000 and \$5,000 depending on the location. Charts 8 and 9 outline the courses, instructors, location, dates of travel and number of students for the summers of 2009 and 2010.

Chart 8: Faculty-Led Trips during 2010

Instructor	Department	Course Name/Nr	Location	# Students	Dates
Sharon Metcalfe	Nursing	NSG 393	London/Edinburgh	6	3/27-4/3, 2010
Leo Bobadilla	PSYCH	PSY 393/42 & 43	Japan	11	5/11-5/25, 2010
Jeanne Dulworth	Social Work	SOCW 494	France	4	8/7-8/15, 2010
Jane Nichols	Art and Design	IDES 465	Western Europe and Scandanavia	12	6/15-6/27, 2010
Nyaga Mwaniki	ANTH/SOC	Anth 493	Kenya	7	5/14-6/1, 2010

Tony Hickey	ANTH/SOC	SOC 494	Kenya	2	5/14-6/1, 2010
David Westling	Human Services	SPED 493	London	6	5/12-5/26, 2010
Lisa Briggs	CJ & Crim	CJ 475	Germany, Italy, Switzerland	8	6/14-6/22, 2010
Lori Oxford	MFL	SPAN 302, 393, & 481	Valencia, Spain	8	6/14-7/5, 2010
Santiago Garcia-Castanon	MFL	SPAN 231 & 301	Aviles, Spain	1	5/ 21-6/13, 2010
Will Lehman	MFL	GER 110, 240, 302 & 431	Ludwigsburg, Germany	15	6/1-6/30, 2010
Mimi Fenton	English	ENGL 350	Britain and Ireland	22	5/24-6/8, 2010

Chart 9: Faculty-Led Trips during 2009

Instructor	Department	Course Name/Nr	Location	# Students	Dates
Maurice Phipps	HPER	PRM 352	WCU & local rivers	6	5/24-29, 2009
Maurice Phipps	HPER	PRM 427	Panthertown Valley, NC	9	5/11-19, 2009
Barbara Eblen	Art and Design	ART 682	Washington, DC, Baltimore, NYC	7	5/22-29, 2009
Lisa Briggs	CJ & Crim	CJ 475	Spain, Italy, and Greece	10	6/16-6/27, 2009
Will Lehman	MFL	GER 110, 302 & 393	Ludwigsburg, Germany	6	6 1-6/29, 2010
Masafumi Takeda	MFL	ASI 393-51	Japan	22	5/11-5/25, 2009
Masafumi Takeda	MFL	ASI 393-	Japan	7	5/22-6/25, 2009
Judy Mallory and Melissa Martin	Nursing	NSG 345	Ecuador	8	7/25-8/3, 2009
Jane Nichols	Art and Design	IDES 465	Italy, Greece and Spain	18	5/16-5/29, 2009
Blair Tormey and Susan Barbour-Wood	GNRMgt	GEOL 140	Bahamas	10	5/11-5/ 22, 2009
Jeanne Dulworth	Social Work	SOCW 494	Italy	10	5/17-5/ 25, 2009
Joni Bugden	GNRMgt	GEOG 424	Brazil and Argentina	11	2/28-3/15, 2009
Bonnie Garner and Sheila Chapman	Nursing	NSG 393/693	London and Edinburgh	11	2/28-3/7, 2009

CHART 10: EDUCATIONAL TRAVEL MATRIX AND A.P.R. 20

	Non-state funded travel course	International Travel Partnership course	International/domestic partnership course	State funded travel component course
Travel is a majority of course	Could be	X	X	
Travel is less than 50% of course	Could be			
Students pay for faculty travel expense/salary or Partnership counselor	X	X (Partnership Counselor)	X	
Faculty travel paid by 3 rd party provider	Could be			Yes or No
Established as a contract course	X	X	X	
\$200 fee charged	X	X	X	
Students pay tuition				X
Limited to 3 credit hours	X	X	X	X
Billing done through banner	X	X	X	
Managed through IPS	X	X	X	X
Course taught by international partner on partner's campus		X	X	
Second course is taught by WCU instructor on partner's institution			X	
Students charged international program cost		X	X	
Course is established as a regular resident credit course				X
SCHs are earned				X

Non-state funded travel course

(ex: entire course content is covered away from WCU campus; OR some course content covered prior to/after return from travel course destination where significant portion of course content is taught

International Travel Partnership course

(ex: entire course content is taught overseas by employees of partner institution)

International/domestic partnership course

(ex: students earn credit for 2 courses, one taught by WCU faculty at a partner institution and the other taught by the staff of the partner institution

State funded travel component course

(ex: students register for semester-long course with travel taking place during or after the semester

7. Alignment with the WCU Mission, Vision, Values

At WCU, offices are required to address the goals of the university mission statement, the Quality Enhancement Plan (QEP), as well as the 2008 UNC-Tomorrow report that responded to the remarks of business and education leaders in the states; K-16 students, faculty and staff; citizens and other NC stakeholders, about the direction that education in the state should take over the next 20 years if our students are going to be globally competent. Below is the institutional mission.

Institutional Mission – “Western Carolina University creates engaged learning opportunities that incorporate teaching, research and service through residential, distance education and international experiences. The university focuses its academic programs, education outreach, research and creative activities and cultural opportunities to improve individual lives and enhance economic and community development in the region, state and nation.” IPS meets the institutional mission by providing support for the academic colleges to engage in international learning experiences of many kinds as well as provide international awareness through a number of on-campus activities.

International Programs and Services Educational Mission – “The mission of the office of International Programs and Services is to enable the WCU community to connect and engage with the region, state and the world by promoting internationalization for the benefit of all university members. International Programs and Services promotes the well-being of the university’s international community; sponsors, manages and facilitates various types of international academic programs and connections, such as study abroad, internships and service learning abroad as well as faculty research and exchanges; plans and coordinates campus and regional international events; recruits, increases and diversifies WCU’s international student population; and assists the colleges in internationalizing their programs.” This is shown in the discussion below that highlights specific activities that IPS has established, designed, and maintained over the years.

Quality Enhancement Plan (for SACS accreditation) – IPS has not been part of the pilot program for implementing the QEP, but many IPS activities relate directly to the mission of the QEP. The QEP seeks to enhance a student’s experience at WCU through engaged learning in and out of the classroom. Professors encourage students to synthesize, internalize, integrate and build upon their coursework and co-curricular activities as they progress through college, making this experience well thought-out, purposeful, and well-planned. Students participating in IPS international experiences fulfill the competencies of the QEP mission in the following ways:

Beginning competencies

- a) International and WCU study abroad students, as well as students enrolled in LEAD 143 International Partners course taught by IPS staff, develop an initial awareness and understanding

of the global resources and opportunities available at WCU to articulate their educational and career goals;

- b) Students engage in international on-campus activities to build global networks, communicate effectively and responsibly, discover future experiential opportunities and connect the academic and student life components of their WCU experience;

Intermediate competencies

- a. In response to the international knowledge and skills gained through their college experiences, students actively participate in internationalizing the WCU campus and community to demonstrate how much they value an integrated world view and holistic approach to education;
- b. Students who participate in a short-term study abroad program have a focused and authentic introduction to a selected culture(s) in which they are challenged to (a) integrate some of their previous knowledge and experiences, (b) adjust socially and academically, and (c) recognize commonalities and interdependence of diverse views.

Advanced competencies

- a) International and domestic students who participate in semester and year-long study abroad experiences, internships, and service learning programs are challenged to synthesize all of their previous knowledge and experiences; modify their behaviors, values and attitudes; develop a higher degree of independence; refine their career and academic goals; and expand their networking.
- b) Students have the opportunity to interact and learn from persons of different cultures, are exposed to different world views enabling them to evaluate their education in a wider global context and increase their global networks;
- c) Students who participate in an internship, volunteer or service learning program, either abroad or in an international setting (for international WCU students the local campus and community is international) can synthesize this experience to refine their career and academic goals; modify their behaviors, values and attitudes; and develop a higher degree of independence.

8. Alignment with the UNC-Tomorrow Report

IPS aligns most strategically with the following goals in, and WCU's response to, the UNC Tomorrow Report:

Goal #4.1 Our Global Readiness

“UNC should educate its students to be personally and professionally successful in the 21st century and, to do so, should enhance the global competitiveness of its institutions and their graduates.” Specifically, IPS “incorporates experiential learning opportunities across

degree programs and throughout curricula through such activities as internships, . . . community and service projects, [and]. . . study abroad. . .”. IPS:

- A. Supports WCU departments and offices seeking to send WCU students abroad by
 - 1. Collaborating with WCU colleges/departments/offices and the international offices in universities abroad to establish partnerships in various countries,
 - 2. Collaborating with the WCU service learning office to facilitate service learning abroad,
 - 3. Recruiting students to participate on study abroad programs through information tables/sessions at WCU Open Houses and Orientations, classroom visits, and the annual study abroad fair, for example,
 - 4. Advising and guiding students with study abroad application, visa, travel, insurance documents and various forms, and providing an extensive pre-departure orientation,
 - 5. Building study abroad courses in Banner, assisting with study abroad student registration and facilitating the credit transfer for WCU study abroad students,
 - 6. Collaborating, for example, with the offices of Financial Aid, Registrar, Controller, One-Stop, Residential Living, to institute processes that facilitate/expedite the study abroad experience for students and parents.
- B. Recruits and retains international students to/on the WCU campus by
 - 1. Collaborating with the Graduate School, Admissions, and the College of Educational Outreach to design and maintain an E-brochure ,
 - 2. Working with the SR-Media Company to publish an ad in their print and on-line journal to advertise WCU academic programs,
 - 3. Contacting all student leads from SR-Media to identify and attract international students to the WCU campus,
 - 4. Recruiting according to our strategic plan (Appendix B)
 - 5. Offering an Intensive English Program to attract international students to the WCU campus,
 - 6. Collaborating with various departments on campus that actively recruit international students,
 - 7. Collaborating with Admissions and the Graduate School to admit international degree-seeking, exchange, and Jamaican students in an expeditious manner (Appendix C)
 - 8. Providing a week-long orientation for all international students before the semester begins to better acclimate students to western North Carolina and the American university system,
 - 9. Sustaining contact with international students throughout the semester,
 - 10. Offering extra-curricular activities/excursions to sites in the area.
- C. Works with individual faculty members who design travel courses for their students by
 - 1. Providing a guidebook that outlines the planning, delivery, and evaluation of travel courses,

2. Meeting with faculty members to discuss their individual needs in organizing and teaching their travel courses,
3. Designing a marketing strategy to advertise the faculty travel courses,
4. Collaborating with various WCU offices to develop financial processes for student payment of fees and faculty reimbursements,
5. Building travel courses in Banner and assisting with student registration,
6. Assisting faculty to evaluate and complete the financial aspects of their travel course.

Goal #4.1.2 states that “UNC programs, especially research programs, should be globally competitive to ensure that they are globally relevant and significant.” IPS:

- A. Provides opportunities for faculty development and research by
 1. Supporting delegations to and from WCU to explore international research opportunities,
 2. Developing networks for faculty/students to utilize for research purposes,
 3. Co-writing a grant with UNC to support WCU faculty working with the Humphrey Fellow Project from 2007-2008.
- B. Study abroad programs are conducted with leading universities and programs world-wide.

Goal #4.1.3 states that “UNC should promote increased partnerships between its own campuses and international universities and enhance the global awareness of its faculty and students.” IPS:

- A. Participates in the University of North Carolina Exchange Program (UNC-EP) and International Student Exchange Program (ISEP) consortia, as well as bilateral international partners by
 1. Sending WCU students abroad and receive international students from the partner institutions,
 2. Visiting consortia and bilateral partners periodically to establish firm linkages for WCU students and faculty,
 3. Receiving consortia and bilateral partner delegations to acquaint them with western North Carolina and the academic programs offered by WCU,
 4. Participating in the UNC-EP pre-departure orientation at UNC-G each semester,
 5. Participating in periodic international student recruitment fairs.
- B. Collaborates with WCU colleges/departments/programs to actively seek new bilateral partners and to strengthen existing relationships and to expand academic opportunities for students and faculty by
 1. Identifying strategic areas of the world with which to partner based on national trends, academic program needs, established relationships,
 2. Expanding existing international partnerships to include more colleges or departments as needed by WCU academic programs,

3. Sustaining bilateral relationships through correspondence, visits, faculty and student exchanges,
 4. Working with the department of Modern Foreign Languages to offer “least commonly taught languages” (Japanese and Chinese) on the WCU campus and to provide international language acquisition opportunities for students and faculty.
- C. Works with the University of North Carolina (UNC) University Council on International Programs (UCIP) to internationalize the UNC System and WCU campuses and curriculum by
1. Participating in quarterly meetings with UCIP representatives,
 2. Assisting with a UNC system-wide booth at the annual European Association for International Education (EAIE) conference,
 3. Participating in site visits to UNC international partners and receiving delegations from those partners,
 4. Working strategically with the North Carolina Center for International Understanding (NCCIU) to internationalize teacher education and recruit more international students to UNC campuses.

Goal #4.4.4 states that “UNC should promote the arts and cultural enrichment in all regions of the state.” IPS works with many WCU offices and departments to sponsor on-campus international events that are open to the public and public schools, to make faculty and students aware of global issues, such as

- A. International Festival – an annual event that highlights the international students on campus, provides foods and entertainment from the entire world, and has occurred for over 30 years,
- B. International Education Week – a week-long event that sponsors speakers, seminars, classroom visits, international sport demonstrations, etc., that has occurred for 7 years,
- C. Phi Beta Delta Honor Society for International Scholars – monthly Brown Bags that highlight the international research activity of WCU faculty, staff and students; periodic international socials; international speakers,
- D. K-12 International Outreach Program that brings international students and faculty with international expertise to the public schools as presenters on various cultural topics,
- E. Study Abroad Fair – an annual event that highlights our international partners and other third party providers sponsoring exchange opportunities for students and faculty.

9. IPS interactions with WCU Academic Colleges

- a) Provost Office – Housing international visitors (3 apartments), faculty travel courses (faculty stipends and overall budgeting), space issues (office and IEP classroom space),

- b) Arts & Sciences – Hire international faculty, and work with the departments of Biology (study abroad), Geosciences and Natural Resource Management (hiring international faculty), Modern Foreign Languages (study abroad, Japanese and Chinese language programs, faculty travel courses), anthropology and sociology (study abroad, AVANS interns, faculty travel courses), political science (MCTS faculty, study abroad), chemistry (AVANS interns), English (study abroad, faculty travel courses, MCTS faculty), Math (hiring international faculty), Communications (study abroad) delegations to partners (2008 to China, 2008 to NL, Wales, Finland),
- c) Business – Work with the college and departments on its dual degree programs (AVANS & GMIT), study abroad, dual degree programs, delegations to partners (2008 to China), faculty-led travel courses, exchange researchers (2005-2010), hiring international faculty.
- d) Education and Allied Professions – Student teaching abroad, study abroad, hiring international faculty, delegations to partners (2008 to Japan),
- e) Fine & Performing Arts – Work with School of Music (faculty performances in China – 2010, Europe – 2007), Theatre (study abroad to Malaga, faculty exchange), School of Visual Art (study abroad).
- f) Health & Human Sciences – Work with departments of nursing (faculty-led travel courses, study abroad, MCTS faculty), physical therapy (faculty-led travel courses),
- g) Honors College – Delegation to partners (2008 to NL, Wales, Finland), recruit exchange students,
- h) Kimmel School - Work with the college to recruit international graduate students, delegations to partners (2008 to China), construction management dual degree program,
- i) Educational Outreach – Issue I-20s for 120 to 190 Jamaican students each March, work with sponsored programs (dulcimer workshop 2009, Chinese language camp 2010), collaborate on the recruitment of international students,
- j) Graduate School – Admissions of international graduate students, the recruitment of international students, conduct visual compliance (international students twice a semester, international visitors), export control (laptop issuance for WCU faculty traveling abroad),

Our unique purpose is to integrate international experiences for students, faculty and staff into the WCU academic curriculum, extracurricular activities, and educational outreach activities.

10. International Visitors to the WCU campus

International Programs and Services receives a number of international visitors each year to the Western Carolina University campus. Some of the visitors are making site visits from our partner

universities or the visitors are seeking to negotiate an exchange agreement with WCU. If the delegation is from a partner institution, campus housing is used. IPS and other departments and/or colleges on campus often pay for some or all of the delegation's meals. At times, the partner pays for meals.

Some international visitors are working with a department on a project and are coming to campus to consult. Other international visitors can be former international students returning to visit their alma mater or the parents of these students. IPS attempts to capture these visits as best as possible by noting the data submitted by departments and colleges on the Policy 100 forms.

In 2006, IPS assisted the Provost Office with furnishing three apartments as part of faculty housing. These apartments are to be used for international visitors to campus. Currently, the Chinese language professor occupies one of the apartments as part of the teaching contract. One apartment houses a visiting scholar and family, and the third, known as the "Cullowhee Cottage" is used for short-term visits to campus. These apartments are managed by IPS.

11. Risk Management

There are a number of critical issues involved in overseeing risk in international programming. In the area of study abroad, IPS provides international health insurance with a political evacuation rider, a mandatory day-long pre-departure orientation that includes information about the country, its customs, country-specific health and safety issues, and educational system, as well as specific information about the university, its grading system, assessment, etc. IPS study abroad staff members are in touch with their counterparts in the universities where students are placed to make sure that the students' needs are met.

All new international students to the WCU campus are required to attend the week-long orientation provided by the international student services staff. In addition, the staff is there as the international one-stop should the international student have a problem with housing, meal plan, transportation, visa, etc.

Faculty-led travel course participants are also provided international health insurance when traveling overseas or they purchase this insurance from a 3rd party provider. All students on these trips must attend a mandatory pre-departure orientation offered by IPS in addition to any other orientation meetings provided by their instructor(s). Faculty teaching these courses must provide IPS travel schedule, contact information in country, and a security assessment for the site(s) to be visited.

IPS plays an integral part in the Pandemic Flu Plan, Export Control Plan, Policy 100, and Visual Compliance on all visitors to the U.S. and international companies/entities visited by WCU university personnel, working with the Graduate School, Health Services, and Legal Counsel on these matters. Faculty and staff seeking to take a laptop overseas can submit a request to IPS for one of five travel-friendly laptop computer.

See Appendix B: WCU Faculty Abroad 2009-2010, Appendix C: International Visitor Approval Form: International Visitors, and Appendix D: WCU Faculty Teaching in Jamaica.

12. Office Budget

Attached are budgets for the offices accounts for 2005-2011:

Appendix E: IPS BUDGETS – STATE ACCOUNTS, 2005-2011

These are the State accounts for the operating costs of the office. At the bottom are the salaries and fringes for five staff members. Three staff members are paid from a different fund.

Appendix F: IPS BUDGETS – EXCHANGE PROGRAM ACCOUNT, 2005-2011

IPS Exchange Program Account which shows the \$100 administrative fee money collected from all students studying abroad, including, for the 2010-2011 year, the \$100 collected from students participating on the Faculty-led travel courses. Not all students participating on study abroad pay the \$100 fee. Students participating on ISEP programs and those on faculty-led travel courses which use a third party provider, do not pay this fee. This account is used for all activities, including travel to partner institutions and partner meetings, as well as student recruitment, pre-departure orientations, recruitment brochures and flyers, etc.

Appendix G: IPS BUDGETS – FACULTY-LED SHORT TERM TRIPS ACCOUNT, 2008-2011

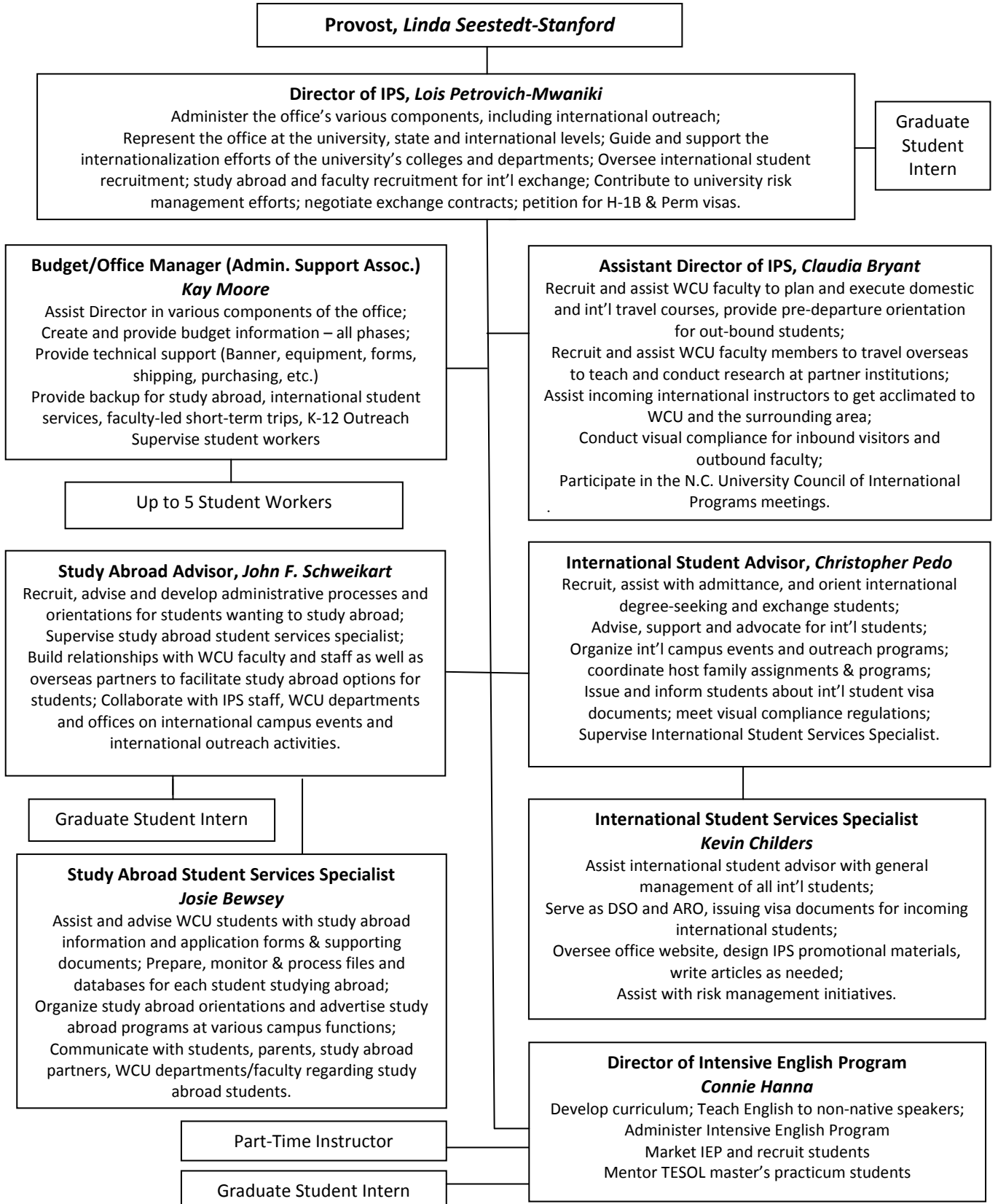
Faculty-Led Short Term Trips fund which collects all monies needed by faculty to pay for the group flights, accommodations, in-country travel, etc. Typically, what is collected in this fund is used by the end of summer to pay outstanding bills generated by the program.

Appendix H: INTENSIVE ENGLISH PROGRAM BUDGET, 2009-2011

Intensive English Program fund which shows the income from IEP student fees and expenses for the program, primarily for the current academic year, since there were only seven IEP students enrolled last year. This fund is used to support all activities generated the IEP including intern and instructor salaries, resources, transportation, journal subscriptions, conference fees, etc.

APPENDICES

APPENDIX A: Organizational Chart



Appendix B: WCU Faculty/Staff Abroad, 2008-2010

LAST NAME	FIRST NAME	DEPT	COLLEGE	DESTINATION	PURPOSE OF VISIT	DEPARTURE DATE FROM US	RETURN DATE TO US
Lechler	Paul	Univ of Nevada		Chile	field research	11/06/09	11/15/09
Knisely	Joel	Purchasing	Admin & Finance	Ireland & UK	Travel Course	5/25/10	6/9/10
Michelsen	Niall	Dean's office	A&S	Wales, NL, & Finland	Site Visit	10/17/08	11/1/08
Whitmire	John F.	Phil & Religion	A&S	London, England	Conf. Univ. of London's Inst of Germanic and Romance Studies	11/22/08	11/29/08
Mwaniki	Nyaga	ANTH/SOC	A&S	Kenya	research	12/27/08	06/26/09
Debo	Annette	English	A&S	Victoria, British Columbia	Modernist Studies Assoc. Conference	11/10/10	11/15/10
Kloepffel	Brian	GCRM	A&S	Costa Rica	La Selva Biological Station	09/22/09	09/27/09
Schilbrack	Kevin	PAR	A&S	Canada	Conference	11/05/09	11/10/09
Miller	Jerry	GCRM	A&S	Chile	field research	11/06/09	11/15/09
Villarroel	Lionel	GCRM	A&S	Chile	Research	11/06/09	11/15/09
Wilson	Leslie	GCRM	A&S	Chile	Research	11/06/09	11/15/09
McLachlan	James	PAR	A&S	Canada	Conference	11/06/09	11/9/09
McLachlan	James	PAR	A&S	Montreal, Canada	Amer. Acad. Of Religion	11/06/09	11/09/09
Garcia-Castanon	Santiago	MFL	A&S	Puerto Rico	Conference	11/11/09	11/15/09
Reisinger	Clark	ENG/EDU	A&S	Jamaica	Conference	11/22/09	11/26/09
Eastman	Jane	ANTH/SOC	A&S	Ireland	visit to GMT	1/14/10	1/20/10
Upton	Julia	Math & CS	A&S	NL	Conference	2/10/10	2/14/10
Fenton	Mary	English	A&S	Italy	Travel Course	4/7/10	4/11/10
Takeda	Masafumi	MFL	A&S	Japan	Travel Course	5/7/10	6/29/10
Nishiwaki	Emiko	MFL	A&S	Japan	Travel Course	5/11/10	5/25/10
Mwaniki	Nyaga	ANTH/SOC	A&S	Kenya	Travel Course	5/14/10	6/1/10
Hickey	Tony	ANTH/SOC	A&S	Kenya	Travel Course	5/14/10	6/1/10
Oxford	Lori	Spanish	A&S	Spain	Travel Course	5/15/10	7/8/10
Szabo	Vicki	History	A&S	UK	Research	5/20/10	6/12/10

Garcia-Castanon	Santiago	Spanish	A&S	Spain	Travel Course	5/21/10	6/13/10
Fenton	Mary	English	A&S	Ireland & UK	Travel Course	5/25/10	6/9/10
Hampton	Leah	English	A&S	Ireland & UK	Travel Course	5/25/10	6/9/10
Cosner	Charlotte	History	A&S	Spain	Research	6/1/10	7/31/10
Lehman	Will	German	A&S	Germany	Travel Course	6/1/10	6/30/10
Butcher	David	Deans Office	A&S	Romania	Conference	6/14/10	6/26/10
Whitmire	John	P&R	A&S	Tunisia	Seminar	6/28/10	8/8/10
Kloepfel	Brian	GNRM	A&S	Poland	Conference	7/2/10	7/14/10
McLachlan	James	P&R	A&S	France	Conference	7/3/10	7/10/10
Schilbrack	Kevin	P&R	A&S	Canada	Conference	8/15/10	8/20/10
Butcher	David	Dean's office	A&S	Lesvos, Greece	Aegean Anal. Chem Days Conference	9/27/10	10/04/10
Cosner	Charlotte	History	A&S	Toronto, Canada	Lat. Amer. Studies Assoc. Conference	10/07/10	10/10/10
Michelsen	Niall	Dean's office	A&S	Middelburg, NL	Conference	10/23/10	10/30/10
Hunter	Larry	Athletics	Athletics	Toronto, Canada	Recruitment of prospects	9/14/08	9/16/08
Szlizewski	Lucian	ELF	CEAP	Spain	Conference	11/14/09	11/19/09
Grube	Danny	Dean's Office	CEAP	Jamaica	Accreditation Self-Study	3/21/10	3/29/10
Bobadilla	Leo	PSYCH	CEAP	Japan	Travel Course	5/7/10	5/25/10
Westling	David	Hum Srvcs	CEAP	London	Travel Course	5/12/10	5/26/10
Hyer	Glenda	Hum Srvcs	CEAP	London	Travel Course	5/12/10	5/26/10
Herzog	Hal	PSYCH	CEAP	Sweden	Conference	6/26/10	7/12/10
Smith	Jacqueline	Teaching Fellows	CEAP	Europe	Travel Course	7/6/10	7/16/10
Ulrich	Paul	Music	CFAP	St. Petersburg & Moscow, Russia	Workshop	10/10/08	10/18/08
Yops	Marc	Art & Design	CFPA	London, England; Paris, France	Travel Course	07/06/09	07/20/09
Bennett	Travis	Music	CFPA	Argentina	Guest Artist	1/28/10	2/8/10
Schallock	Michael	Music	CFPA	China	Performance	4/27/10	5/11/10
Bennett	Travis	Music	CFPA	China	Performance	4/27/10	5/11/10
Cherry	Daniel	Music	CFPA	China	Performance	4/27/10	5/11/10
Ginn	David	Music	CFPA	China	Performance	4/27/10	5/11/10
Ulrich	Paul	Music	CFPA	China	Performance	4/27/10	5/11/10
Peebles	Will	Music	CFPA	China	Performance	4/27/10	5/11/10
Nichols	Jane	Intr Design	CFPA	Europe	Travel Course	6/16/10	6/28/10

Sholder	John	Stage & Screen	CFPA	UK, Wales & Scotland	Site Visit	10/29/10	11/07/10
Metcalfe	Sharon	Nursing	CHHS	UK	Travel Course	02/28/09	03/07/09
Garner	Bonnie	Nursing	CHHS	UK	Travel Course	02/28/09	03/07/09
Metcalfe	Sharon	Nursing	CHHS	UK	Travel Course	03/27/10	4/3/10
Garner	Bonnie	Nursing	CHHS	Belize	ProWold site visit	5/20/10	5/25/10
Mallory	Judy	Nursing	CHHS	Belize	ProWold site visit	5/20/10	5/25/10
Shapiro	David	CommSciD	CHHS	Belize	ProWold site visit	5/20/10	5/25/10
Rice	Traci	CommSciD	CHHS	Belize	ProWold site visit	5/20/10	5/25/10
Lunnen	Karen	PT	CHHS	Belize	ProWold site visit	5/20/10	5/25/10
Jones	Anne-Marie	Nursing	CHHS	Ecuador	Travel Course	6/26/10	7/5/10
Mallory	Judy	Nursing	CHHS	Ecuador	Travel Course	6/26/10	7/5/10
Dulworth	Jeanne	Social Work	CHHS	France	Travel Course	8/2/10	8/10/10
Metcalfe	Sharon	Nursing	CHHS	Beijing/Nanjing, China	Conference	10/06/10	10/20/10
Shapiro	David	Commun. Disorders	CHHS	Brno, Czech Republic	Travel Course	10/13/10	10/25/10
Collins	Shawn	Nursing	CHHS	Madrid, Spain	ICERI Conference	11/12/10	11/17/10
Dorle	Jeanne	MGT	CoB	Jamaica	Conference	11/22/09	11/25/09
Henson	Weldon	BUS	CoB	India	Faculty development	1/4/2010	1/15/10
Smith	Michael	Global Mgt & Strategy	CoB	UK	Seminar	9/3/10	9/10/10
Burke	Debra	Bus Adm	CoB	Belgium & NL	Conference	10/21/10	11/2/10
Fouts	Susan	EO	EO	Jamaica	Conference	11/22/09	11/25/09
Railsback	Brian	Honors	Honors	Wales, NL, & Finland	Site Visit	10/17/08	10/29/08
Bewsey	Mary (Josie)	IPS	Provost	Spain	Study Program	05/29/09	06/18/09
Schweikart	John	IPS	Provost	Europe	Site Visit & Meetings	10/09/09	10/23/09
Schweikart	John	IPS	Provost	Australia	Site Visit	2/22/10	3/14/10
Petrovich-Mwaniki	Lois	IPS	Provost	Sao Paolo, Brazil	Intl. Student Recruitment	9/25/08	9/30/08
Bowen	Glenn A.	Service Learning	Provost	Edmonton, Alberta, Canada	ISSOTL Conference	10/15/08	10/20/08
Burton	Carol	Provost Office	Provost	Edmonton, Alberta, Canada	ISSOTL Conference	10/15/08	10/20/08
McFadden	Anna	Coulter Center	Provost	Edmonton, Alberta, Canada	ISSOTL Conference	10/15/08	10/19/08
Reich	Chesney	CAT Center	Provost	Edmonton, Alberta,	ISSOTL Conference	10/15/08	10/19/08

				Canada			
Bewsey	Josie	IPS	Provost	Wales, NL, & Finland	Site Visit	10/17/08	11/1/08
Petrovich-Mwaniki	Lois	IPS	Provost	Wales, NL, & Finland	Site Visit	10/17/08	11/1/08
Bryant	Claudia	IPS	Provost	Wales, NL,	Site Visit	10/17/08	10/27/08
Young	Robert S.	Grad School/PSDS	Provost	Dubai, VAE	Research	12/2/08	12/8/08
Bowen	Glenn A.	Service Learning	Provost	Sydney, Australia	Intl. Conference on Experiential Learning	12/6/08	12/14/08
Bryant	Claudia	IPS	Provost	Daejeon, S. Korea	Travel course	6/19/09	7/28/09
Lofquist	Elizabeth	Provost	Provost	Jamaica	Accreditation team site visit	3/21/10	3/26/10
Bryant	Claudia	IPS	Provost	Nantes, France	EAIE Conference	9/11/10	9/18/10
Bryant	Claudia	IPS	Provost	Middelburg, NL	Conference & Board Meeting	10/22/10	10/31/10
Schweikart	John	IPS	Provost	UK, Wales & Scotland	Site Visit	10/29/10	11/07/10
Wilson	Megan	Admissions	Student Affairs	Sao Paolo, Brazil	Intl. Student Recruitment	9/25/08	9/30/08

Appendix C: INTERNATIONAL VISITORS TO CAMPUS, 2009-2010

VISITOR LAST NAME	VISITOR FIRST NAME	HOME CITY AND COUNTRY	UNIV OR INST	INVITING FACULTY STAFF MEMBER	WCU DEPT	PURPOSE OF VISIT	ARRIVAL DATE	DEPART DATE
Umezu	Masami	Naruto, Japan	Naruto University of Educ	Masafumi Takeda	MFL	visit CEAP	1/24/2009	1/29/2009
Fujihara	Nobuhiko	Naruto, Japan	Naruto University of Educ	Masafumi Takeda	MFL	visit CEAP	1/24/2009	1/29/2009
Tella	Seppo	Helsinki, Finland		John LeBaron	Coulter Faculty Center	lecture	3/9/2009	3/15/2009
Kaneshige	Noboru	Naruto, Japan	Naruto University of Educ	Masafumi Takeda	MFL	research	3/19/2009	3/24/2009
Lee	Byungchul	Daejeon, S. Korea	Hannam University	Lois Petrovich-Mwaniki	IPS	site visit	4/3/2009	4/4/2009
Kim	Wonbae	Daejeon, S. Korea	Hannam University	Lois Petrovich-Mwaniki	IPS	site visit	4/3/2009	4/4/2009
Dines	Peter	Ludwigsburg	Ludwigsburg PH	Lois Petrovich-Mwaniki	IPS	site visit	4/5/2009	4/7/2009
Melenk	Hartmut	Ludwigsburg	Ludwigsburg PH	Lois Petrovich-Mwaniki	IPS	site visit	4/5/2009	4/7/2009
Ruijten	Raymond	Breda, Netherlands	Avans	Lois Petrovich-Mwaniki	IPS	site visit	4/30/2009	5/2/2009
Arets	Ans	Breda, Netherlands	Avans	Lois Petrovich-Mwaniki	IPS	site visit	4/30/2009	5/2/2009
Wilmink	Annemiek	Breda, Netherlands	Avans	Lois Petrovich-Mwaniki	IPS	site visit	4/30/2009	5/2/2009
de Rooij	Ben	Breda, Netherlands	Avans	Lois Petrovich-Mwaniki	IPS	site visit	4/30/2009	5/2/2009
Coria	Karla	Monterrey, Mexico	Tec de Monterrey	John Schweikart	IPS	site visit	5/1/2009	5/2/2009
Dmitriev	Dmitry	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Vlasov	Vladimir	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Kharizomenov	Sergey	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009

Yasnikov	Michael	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Manzulin	Albert	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Chernov	Michael	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Zelenovskiy	Oleg	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Ermolaev	Evgeniy	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Sorokina	Zhanna	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Lebedeva	Elena	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Telezhnikova	Maria	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Shishkanov	Nikolay	Ivanovo Region	Russia	Clifton Metcalf	Advancement	tour Kimmel School	5/2/2009	5/4/2009
Kim	Wonbae	Daejeon, S. Korea	Hannam University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/20/2009
Lee	Wonhyun	Daejeon, S. Korea	Hannam University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/20/2009
Hong	Liang	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Changshuo	Cai	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Fupei	Liang	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Zhisong	Luo	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Deqing	Qin	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Rongde	Tang	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Wenhua	Li	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009

Xiao	Li	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Wei	Lan	Guilin, China	Guangxi Normal University	Lois Petrovich-Mwaniki	IPS	site visit	5/19/2009	5/19/2009
Quan	Yuhui	Guilin, China	Guangxi Normal University	Wendy Ford and Lois Mwaniki	MFL	teach Chinese for 2 years	8/5/2009	7/20/2010
Hu	Akemi	Naruto, Japan	Naruto University of Education	Masafumi Takeda	MFL	research in TESOL	9/7/2009	9/13/2009
Candu	Edith	Monterrey, Mexico	Tec de Monterrey	John Schweikart	IPS	study abroad and exchange fair	9/21/09	9/23/09
Tang	Cai	Dalian, China		Lois Petrovich-Mwaniki	IPS	visit with provost delegation to China	9/28/09	9/29/2009
Ritchie	Bob	Lancaster, England	University of Central Lancaster	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Peck	Helen	Cranfield, England	Cranfield University	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Chu	Yang (Chris)	Manchester, England	Univ of Manchester	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Asbjornslett	Bjorn	Trondheim, Norway	Norwegian Univ of Science & Tech	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Berle	Oyvind	Trondheim, Norway	Norwegian Univ of Science & Tech	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Wandel	Sten	Lund, Sweden	Lund University	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Urciuoli	Luca	Lund, Sweden	Lund University	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Oehmen	Josef	Zurich, Switzerland	ETH Ctr for Enterprise Sci	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Finke	Gandolf	Zurich, Switzerland	ETH Ctr for Enterprise Sci	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Hallikas	Jukka	Lappeenranta, Finland	Lappeenranta Univ of Tech	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Khan	Omera	Manchester, England	Univ of Manchester	Mike Smith	COB	Ramsey Center	10/26/09	10/26/09
Sithole	Antoinette	Soweto, South Africa	Hector Pieterse Museum	Lois Petrovich-Mwaniki	IPS	lecture	11/15/09	11/17/09

Ahn	Jong-im	Daejeon, S. Korea		Lois Petrovich-Mwaniki	IPS	visit	12/21/09	12/23/09
Plaute	Wolfgang	Salzburg, Austria	University of Salzburg	David Westling	Human Servcs	present & consult	8/23/10	8/30/10
Chang	Sooduck	Daejeon, S. Korea	Hannam University	Steve Ha	MBA Director	research project	12/20/10	2/1/12
Chang	Jae & Hyo	Daejeon, S. Korea	Hannam University	Steve Ha	MBA Director	Dependents of Dr. Chang	12/20/10	2/1/12
Kwon	Jung	Daejeon, S. Korea	Hannam University	Steve Ha	MBA Director	Dependents of Dr. Chang	12/20/10	2/1/12
Huh	Eunsook	Seoul, S. Korea		Steve Ha	MBA Director	Research project	01/01/11	01/10/12
Lee	Kyungdon & Yoonkyung	Seoul, S. Korea		Steve Ha	MBA Director	Dependents of Dr. Huh	01/01/11	01/10/12

Appendix D: WCU Faculty Teaching in Jamaica

LAST NAME	FIRST NAME	DEPARTMENT	COLLEGE	DATE OF DEPARTURE FROM WCU	DATE OF RETURN TO US
Dole	Sharon	Hum Srvcs	CEAP	5/15/2008	5/30/2008
Williford	Harold	Math	A&S	2/22/2009	3/7/2009
Oren	Tom	Hum Srvcs	CEAP	2/26/2009	3/12/2009
Hilty	Eleanor	ELF	CEAP	3/1/2009	3/14/2009
Rouleau	Iris	Hum Srvcs	CEAP	3/1/2009	3/14/2009
Oren	Tom	Hum Srvcs	CEAP	5/6/2009	5/21/2009
Meltzer	Sarah	ELF	CEAP	5/10/2009	5/23/2009
Hilty	Eleanor	ELF	CEAP	3/3/2010	4/2/2010
Graham	Jann	Hum Srvcs	CEAP	5/11/2009	5/23/2009
Anderson-Ruff	Jamel	EMG Ed	CEAP	5/17/2009	6/2/2009
Hilty	Eleanor	ELF	CEAP	5/24/2009	6/4/2009
Greear	Delbert	Math	A&S	5/30/2009	6/15/2009
Bloom	Lisa	Hum Srvcs	CEAP	6/3/2009	6/18/2009
Walkingstick	Jonnie	off-campus		6/3/2009	6/18/2009
Schwiebert	Valerie	Hum Srvcs	CEAP	6/7/2009	6/27/2009
Meltzer	Sarah	ELF	CEAP	6/9/2009	6/17/2009
Williford	Harold	Math	A&S	6/9/2009	6/25/2009
Michaelis	Ron	Biology	A&S	6/29/2009	7/11/2009
Szлизewski	Lucian	ELF	CEAP	6/30/2009	7/11/2009
Scales	Roya	EMG Ed	CEAP	7/3/2009	7/19/2009
Grist	Cathy	Hum Srvcs	CEAP	7/5/2009	7/18/2009
Crow	Robert	Psychology	CEAP	7/13/2009	7/17/2009
Rouleau	Iris	Hum Srvcs	CEAP	7/14/2009	7/29/2009
Habel	John	Psychology	CEAP	7/22/2009	8/5/2009
Hester	Rebecca	Psychology	CEAP	7/25/2009	8/8/2009
Graham	Jann	Hum Srvcs	CEAP	7/26/2009	8/7/2009
McCoy	Eddie	off-campus		7/28/2009	8/13/2009
Szлизewski	Lucian	ELF	CEAP	8/3/2009	8/13/2009
Dole	Sharon	Hum Srvcs	CEAP	8/3/2009	8/15/2009
Tonnsen	Sandra	ELF	CEAP	8/3/2009	8/15/2009
Hilty	Eleanor	ELF	CEAP	8/17/2009	8/22/2009
James	Donna		CEAP	9/22/2009	10/3/2009
Oren	Tom	Hum Srvcs	CEAP	10/6/2009	10/14/2009
Hilty	Eleanor	ELF	CEAP	10/7/2009	10/16/2009
Klerlein	Joseph	Math/CS	A&S	10/17/09	10/31/09
Habel	John	Psychology	CEAP	12/10/09	12/17/2009
Hilty	Eleanor	ELF	CEAP	12/10/09	12/18/09
Acker-Hocevar	Michele	Coun Psych	CEAP	12/27/09	01/09/10
Saurino	Dan	EMG Ed	CEAP	12/27/2009	1/8/2010
Perlmutter	Daniel	Biology	A&S	12/27/2009	1/10/2010
Saurino	Penelope	EMG Ed	CEAP	12/27/2009	1/8/2010

Jorissen	Kathleen	ELF	CEAP	12/28/2009	1/9/2010
Oren	Tom	Hum Srvc	CEAP	12/29/2009	1/14/2010
Szlizewski	Lucian	ELF	CEAP	1/3/2010	1/15/2010
Hilty	Eleanor	ELF	CEAP	01/04/10	01/15/10
Rhodes	Zora	Biology	A&S	1/6/2010	1/20/2010
Yelton,	Bruce	off-campus		1/18/2010	1/27/2010
Lofquist	Elizabeth	Provost	Provost	1/30/2010	2/13/2010
James	Donna		CEAP	2/8/2010	2/16/2010
Klerlein	Joseph	Math/CS	A&S	2/15/2010	2/26/2010
James	Donna	ELF	CEAP	2/18/2010	2/28/2010
Graham	Jann	Hum Srvc	CEAP	3/1/2010	3/5/2010
Yelton,	Bruce	off-campus		3/15/2010	3/23/2010
Oren	Tom	Hum Srvc	CEAP	3/20/2010	4/3/2010
Perlmutter	Daniel	Biology	A&S	3/21/2010	4/3/2010
Hurley	J. Casey	ELF	CEAP	3/24/2010	4/2/2010
Allen	Ann	ELF	CEAP	3/24/2010	4/6/2010
Dole	Sharon	Hum Srvc	CEAP	3/24/2010	4/8/2010
McCoy	Eddie	off-campus		3/30/2010	4/17/2010
Vesely	Pamela	Hum Srvc	CEAP	4/11/2010	4/24/2010
Oren	Tom	Hum Srvc	CEAP	5/1/2010	5/15/2010
Graham	Jann	Hum Srvc	CEAP	5/2/2010	5/15/2010
Acker-Hocevar	Michele	Coun Psych	CEAP	05/06/10	05/14/10
Saurino	Dan	EMG Ed	CEAP	5/11/2010	5/26/2010
Hurley	J. Casey	ELF	CEAP	5/13/2010	5/25/2010
Dole	Sharon	Hum Srvc	CEAP	5/13/2010	6/3/2010
Vesely	Pamela	Hum Srvc	CEAP	5/16/2010	5/29/2010
Meltzer	Sarah	ELF	CEAP	5/17/2010	5/28/2010
Habel	John	Psychology	CEAP	5/19/2010	6/4/2010
Michaelis	Ron	Biology	A&S	5/24/2010	6/4/2010
Schwiebert	Valerie	Hum Srvc	CEAP	5/27/2010	6/16/2010
Greear	Delbert	Math & CS	A&S	6/5/2010	6/19/2010
Tonnsen	Sandra	ELF	CEAP	6/7/2010	6/7/2010
McCoy	Eddie	ELF	CEAP	7/27/2010	8/11/2010
Oren	Tom	Hum Srvc	CEAP	8/11/2010	8/24/2010
Klerlein	Joseph	Math/CS	A&S	10/11/2010	10/22/2010
McCoy	Eddie	ELF	CEAP	10/18/2010	10/29/2010

APPENDIX E: IPS BUDGETS – STATE ACCOUNTS, 2005-2011

STATE ACCOUNTS		2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Fund #s 110700 160701 & 101708		Actual	Actual	Actual	Actual	Actual	Budget
<u>1000 Level</u>							
135050 (1450)	Student Regular Wage	497.25	500.00	499.10	500.00	350.00	500.00
<u>2100 Level</u>							2,000.00
212040 (1928)	Financial Services-Other			25.00	50.00	66.05	
219910 (1990)	Other Contracted Serv.			100.00		199.00	
219915 (3900)	Other Current Services	10,015.00	307.80	4,785.44	4,317.06	283.00	
219922 (3936)	E-Payment Fees		46.00				
<u>2000 Level</u>							32,086.00
233210 (3511)	Repairs- Computer Equip.	210.68			40.00	116.50	
239010 (3500)	Repairs - Other		97.02	1,822.68	126.65	233.02	
243010 (4411)	Maint. Contract-Equip.	390.00	139.16	769.43	453.66		
244310 (4416)	Maint. Agree.- Other	144.00					
251320 (4115)	Rm. Rental- Conferences					630.92	
271410 (3100)	Travel	14,911.88	13,767.91	31,677.11	22,583.16	15,559.87	
281120 (3202)	Telephone	711.45	584.52	659.80	645.81	1,093.74	
282120 (3800)	Data Processing	34.90	35.40				
284010 (3201)	Postage	689.06	1,066.84	237.60	927.14	1,098.16	
284040 (3600)	Freight/Express	905.03	2,720.41	1,776.39	1,574.34	2,647.53	
285010 (3400)	Printing	2,750.40	1,818.92	3,593.61	1,463.62	1,626.37	

285015 (.....)	PawPrint Printing/Copying					2,426.20	
286010 (3700)	Advertising		10,000.00	4,125.00		2,850.00	
291910 (4500)	Insurance & Bonding						
293052 (3952)	Reg. Fees - College Fairs	4,575.00	6,025.00		1,850.00		
293054 (3954)	Registration Fees	1,010.00	4,046.48	6,865.00	1,640.00	2,108.00	
3000 Level							1,808.00
311010 (2600)	Office Supplies	1,976.35	3,291.30	3,304.25	1,997.64	2,600.30	
319010 (2900)	Other Supties	1,008.55	657.88	2,889.88	1,415.73	456.84	
351010 (2111)	Clothing & Uniforms		232.50	1,277.04			
372010 (2300)	Educational Supplies			333.90	843.32	81.60	
4000 Level							2,200.00
451110 (5111)	Office Furniture		53.99				
452110 (5100)	Office Equipment	770.93	228.14				
453010 (5212)	Non-WAN DP Equip						
453410 (5217)	PC & Printer Purchase	6,111.00			2,769.14	4,882.90	
453920 (5300)	Educational Equip						
453930 (5500)	Other Equipment						
5000 Level							3,900.00
583010 (4903)	Subscriptions				50.00		
589030 (4900)	Other Fixed Charges						
583020 (4902)	Membership & Dues	1,797.50	3,625.00	3,940.00	4,665.00	5,515.81	-
6000-8000 Level							
801010 (8297)	Transfer to OSC- Dcap	214.20	536.39				
Total Operating Support		48,723.18	49,780.66	68,681.23	47,912.27	44,825.81	42,494.00
Total Salaries/Fringes		109,693.55	231,932.17	243,753.87	234,412.99	255,083.79	
Total Expenses		158,416.73	281,712.83	312,435.10	282,325.26	299,909.60	#REF!

APPENDIX F: EXCHANGE PROGRAM ACCOUNT, 2005-2011

IPS Exchange Program Account	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Fund # 222152	Actual	Actual	Actual	Actual	Actual	Budget
Beginning Balance	7,834.73	9,587.88	6,346.05	5,539.94	5,647.23	12,943.62

Income:

Study Abroad Fee Income	5,550.00	6,607.40	6,112.60	8,256.00	4,798.25	
Faculty-Led Fee Income					6,965.99	
Total Income	5,550.00	6,607.40	6,112.60	8,256.00	11,764.24	

Expenses

131010/135050	Student/Non-Student Wages		303.03		184.00	100.00	
<u>2100 Level</u>							
212040 (1928)	Financial Services-Other					33.00	
218105 (3906)	Cont. Food Services	487.56		444.49		1,485.27	
219911 (1991)	Cont. Clinic Services		5.35				
219915 (3900)	Other Current Services	832.01	1,393.47	1,066.54	2,285.75	168.00	

2000 Level

239010 (3500)	Repairs - Other	16.58					
243010 (4411)	Maint. Contract-Equip.	15.00	284.58				
251310 (4100)	Rental/Lease Other Fac.			20.00			
271410 (3100)	Travel	828.63	2,877.29	593.16	4,181.91	534.00	
284010 (3201)	Postage	4.64	1,122.45		246.55		
284040 (3600)	Freight/Express	481.99	554.73	849.61	868.53	127.45	
285010 (3400)	Printing	266.00	620.00		189.73	5.00	
293052 (3952)	Reg. Fees - College Fairs			295.49			

293054 (3954)	Registration Fees		100.00				
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3000 Level

311010 (2600)	Office Supplies	153.72	5.67		59.27		
319010 (2900)	Other Suplies	308.67	2,516.59	3,386.27	58.04	1,579.35	
341010 (2200)	Food Products	90.25	66.07	158.15	74.93	75.78	
351010 (2111)	Clothing & Uniforms			75.00			
372010 (2300)	Educational Supplies			30.00			

4000 Level

452110 (5100)	Office Equipment	311.80					
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5000 Level

583020 (4902)	Membership & Dues					360.00	
Total Expenses		3,796.85	9,849.23	6,918.71	8,148.71	4,467.85	
Ending Balance		9,587.88	6,346.05	5,539.94	5,647.23	12,943.62	

APPENDIX G: FACULTY-LED SHORT TERM TRIP ACCOUNT, 2008-2011

Faculty-Led Short Term Trips		2008-2009	2009-2010	2010-2011
Fund # 103700		Actual	Actual	Est. Budget
Carried Forward from Previous FY		0	29,140.86	14,814.95
Trip Fees Posted for Students		148,254.75	119,129.77	136,168.00
Total Income		148,254.75	148,270.63	150,982.95
Expenses				
<u>1000 Level</u>				
	135050 Student Regular Wages			1500
	115010 EPA Academic Salary	18,825.00	30,830.38	32000
	151010 Social Security	1,440.12	2,236.41	2448
	152020 State Retirement	1,233.20	3,448.94	3520
	153030 Medical Insurance			
<u>2100 Level</u>				6,200.00
	212040 (1928) Financial Services-Other	25.00	75.00	
	218105 (3906) Cont. Food Services	78.00		
	219910 (1990) Other Contracted Serv.			
	219915 (3900) Other Current Services		5,857.71	
<u>2000 Level</u>				92,000.00
	271410 (3100) Travel	83,419.66	81,698.31	
	281120 (3202) Telephone			
	284010 (3201) Postage	12.89	260.60	
	284040 (3600) Freight/Express			
	285010 (3400) Printing	90.00		
	285015 (.....) PawPrint Print/Copying		2.55	
	291910 (4500) Insurance & Bonding	5,811.00	7,531.27	
<u>3000 Level</u>				13,315.00
	341010 (2200) Food Products	590.17		
	372010 (2300) Educational Supplies	1,033.47		
Total Expenses		112,558.51	131,941.17	150,983.00
Balance		35,696.24	16,329.46	
Receivable Change (uncollected as of 6/30)		(4,875.39)	(1,514.51)	
Banner Net Total		(1,679.99)	0	
Deferred/carry forward to next FY		29,140.86	14,814.95	

Appendix H: Intensive English Program Budget, 2009-2011

Intensive English Program Fund # 103705			2008-2009	2009-2010	2010-2011
			Actual	Actual	Budget*
Carried Forward from Previous FY				-	7,887.81
Program Fees Due from Students				16,750.00	109,200.00
Total Income				16,750.00	117,087.81
Expenses					
<u>1000 Level</u>					
115010	EPA Academic Salary				25,000.00
115410	GA Teach. Assist. Sal.				6,088.00
116010	Temp. Instructor Sal.				25,000.00
135050	Student Regular Wage				3,000.00
151010	Social Security				3,825.00
152020	State Retirement				
153030	Medical Insurance				
<u>2100 Level</u>					
218105	Cont. Food Services				
219910	Other Contracted Serv.			200.00	
219915	Other Current Services			95.00	
<u>2000 Level</u>					
233210	Repairs-Computer Equip.				
271410	Travel			291.36	
281120	Telephone				
284010	Postage			345.56	
284040	Freight/Express			110.99	
285010	Printing			299.50	

285015	PawPrint Print/Copying		171.40	
286010	Advertising		5,000.00	
291910	Insurance & Bonding			
293052	Reg. Fees - College Fairs			
293054	Registration Fees			
<u>3000 Level</u>				5,000.00
311010	Office Supplies		31.12	
319010	Other Suplies		81.59	
341010	Food Products			
372010	Educational Supplies		930.67	
<u>4000 Level</u>				1,000.00
451110	Office Furniture			
452110	Office Equipment		830.00	
<u>5000 Level</u>				4,000.00
583010	Subscriptions			
589030	Other Fixed Charges			
583020	Membership & Dues		475.00	
Total Expenses			8,862.19	117,088.00
Balance			7,887.81	-
Deferred/carry forward to next FY			7,887.81	

*Budget based on expected 12 students Fall, Spring, and Summer