International Student Advising Committee (2017-18)
Committee Meeting

Date: November 23, 2017
Time: 5:00 PM - 7:00 PM
Location: Telus 215 E

Attendees Briefing:

- Katherine Koch (Head, Coutts Education and Physical Education Library) and Trevor Buckle (Associate Director (Programs), Education Abroad) were the speakers
- Olivia Rosemarie (Student Programs Administrator, UAI) represented ISS staff
- Prabhav Sharma (Programs Assistant, UAI)
- 16 students from different cultural backgrounds attended the meeting
- 6 countries were presented by student committee members

Minutes

1. Welcome and Introduction

2. Purpose of ISAC
   - Create a space where International students provides an input in programs and services for international students.
   - It is a platform to present concern/feedback on campus resources, supports and systems. We are here to listen, answer questions, and address concerns.

3. Discussion Items
   3.1 Trevor Buckle proposed mandatory instructional support fee for internships/work placements/practicums sourced by UAI
      - Standardize fees if a student is in a placement that is being sourced by UAI
      - Specifically, applies to placements in locations where UAI employs a local coordinator: Berlin (Germany), Curitiba (Brazil) and Washington, DC (USA)
      - By standardizing fees, UAI can charge students the same rate regardless of location or program offering (e3 or Berlin Initiative Internships). To
address this, UAI is exploring the creation of a Mandatory Instructional Support Fee.

- This fee would cover the administrative costs (i.e. the salary of the on-site coordinator) for all areas of support. This includes:
  - Conducting an initial interview with the student
  - Reviewing the student's resume
  - Contacting potential internship hosts/sourcing the placements
  - Facilitating interviews
  - Pre-departure preparation for the students (including general country advice and more specific things like differences in workplace etiquette and expectations)
  - Providing housing assistance
  - Advice and assistance with visas and work permits
  - Risk management monitoring while students are in-country (including any required liaison/updates to the Office of Emergency Management and the Risk Management Team in UAI)
  - Site visits with both the intern and host

- MISF proposed is $500
- MISF based on feedback from local coordinator in Berlin who has been involved with the majority of internship placements
- UAI has recently changed our internal policies and will not charge the MSISF until after a student has been matched with an appropriate placement. If UAI is not successful in finding a suitable placement, the student will not be charged.

3.2 A focus group facilitated by Katherine Koch from the University of Alberta Library inviting everyone attending to participate in answering questions and sharing your perceptions and ideas about library resources and services.

- Provided an overview of the University of Alberta Libraries- five things you need to know
- Run a focus group with meeting participants (short written portion)
  - The questions from the focused group includes about their experience of libraries before they came to Canada.
  - Did the students prefer online materials or hard copy in the past?
  - What do they prefer now (Hard copy vs online books)?
  - Which library do we use? Which library resources did you access?
  - Is the library staff helpful?
  - How many students went through the libraries website and how many did watch the online tutorials about library resources provided on website?
• Speaker went through the website and resources offered by the libraries (i.e. Subject guides, Program databases, site search, tutorials, Kanopy, Press reader etc)
• Discussed a potential International Student Bookclub

4. Questions and comments from ISAC:
   4.1 From MISF (Discussion with Trevor)
   • MISF is proposed for how many locations or program offering?
   • Is the fee already charged under international differential fee under bear tarcks?
   • Will the fee be charged to everyone or to students who wish to participate in the e3 programs or internships?
   • Can UAI be more transparent in displaying the fee structure for MISF, the reasons it is charged, what’s included and what’s not included etc?

   4.2 From Libraries (Discussion with Katherine Koch)
   • Panel members suggested to have an online tutorial/material on eclass for first year students to make them aware about library resources.
   • Libraries can have a better way to communicate regarding upcoming events (i.e Dog/cat therapy, Unwind your mind, projects etc)
   • Hot water fountain at the libraries can be really useful.
   • An introduction email by the subject guides can be useful for new students
   • Having resources regarding library services during orientation can be helpful

5. Briefing about the next meeting by Prabhav

   Next Meeting on December 07, 2017 from 5-7 PM, Telus 215 E

   Send agenda items to issint4@ualberta.ca