

**UC Education Abroad Program Governing Committee Meeting
Notice of Meeting
Monday, November 22, 2010
UCOP, 1111 Franklin Street, Oakland CA 94607 – Room 10325**

Meeting Time: 8.30-12noon

(The Security Desk in the front lobby will have your name badge and direction to the meeting room).

Teleconference or ILinc details to follow.

Agenda and Materials: http://eap.ucop.edu/faculty_and_staff/UCIE

AGENDA

8.30am – 9.10am

1. **Introduction & Updates from UC Provost and UCEAP Governing Committee Chair** – Provost Lawrence Pitts
2. **Approval of Minutes** – Provost Pitts
3. **UCEAP GC membership, rotation and meeting schedule** – Provost Pitts
Confirm membership for the 2010-11 UCEAP Governing Committee. Approve rotation schedule and process for 2011-12 and subsequent years. Determine number and timeframe for 2010-11 UCEAP GC meetings. Could a campus representative be included (ex-officio) to provide an EAP campus representation?
4. **UCEAP GC Charge** – Provost Pitts
*Confirmation of UCEAP Governing Committee charge
Clarification of the role of the UCEAP GC vis-à-vis UCIE, Campus EAP office, and other UC units.*

(Time: 40mins)

9.10am-9.30am

5. **Former UCEAP Executive Director Annual Report** – Professor Michael Cowan
*Introduction from Former Executive Director (10mins)
Q&A Session (10mins)*

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9.30am – 11.00am

- 6. UCEAP Associate Vice-Provost and Executive Director Report** – Associate Vice-Provost and Executive Director Jean-Xavier Guinard
Introduction and update, other items to include; UCEAP enrollment update, development, and reciprocity. (40mins)

UCEAP Business Plan Projections – Associate Vice-Provost and Executive Director Guinard, UCEAP Budget and Finance Director Dent and UCEAP Research Senior Analyst Gordon Schaeffer
Introduction and presentation of UCEAP business plan projections (20mins)

Q&A Session (30mins)

(Time: 90mins)

11.00am – 11.30am

- 7. UCEAP: UCSB Partnership** – Vice-Provost Greenstein and Associate Vice-Provost and Executive Director Guinard
Introduction and update from Vice Provost Greenstein, status of conversations between UCEAP and UCSB from Associate Vice-Provost and Executive Director Guinard and discussion of the process for establishing a partnership and next steps. (30mins)

11.30am- 12noon

- 8. UCEAP Governing Committee Sub- Committees** – Vice-Provost Greenstein
Discussion of the suggestion that sub-committees be developed either permanently or on an ad hoc basis e.g. Finance sub-committee, UO/Campus sub-committee, IT sub-committee. (30mins)

Agenda Enclosures

1. UCEAP Governing Committee Membership Roster
2. UCEAP Governing Committee Proposed Charge submitted by Dan Greenstein
3. Executive Director Annual Report 2008-2010 submitted by Michael Cowan
4. Budget 2010-11 Presentation
5. UCEAP Program Options Fees Proposal

Supplemental Materials

1. UCEAP IIE Heiskell Award Application
2. UCEAP/UCDC – Reciprocity Students

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Important Meeting Information

Travel:

As is UCOP practice, UCEAP will be covering travel and accommodation costs, according to UC policy, for the Senate appointees. Please email the UCEAP Travel Desk at travel@eap.ucop.edu or 805-893-2039 if you require assistance with your travel needs. UCEAP Travel Desk will also assist Senate members with reimbursement after the meeting. Please contact them if you have any questions about UC travel policies.

Accommodations, at the UCOP rate, can be made at the Oakland Marriott, 1001 Broadway, Oakland, CA 94607, 510-451-4000 /800-831-1000. Ask for the UCOP rate of \$140.00. Please print and fill out the California tax exempt form for the Oakland Marriott. http://www.travel.ucla.edu/new/PDFs/Policy_OccupancyTax.pdf

Teleconference:

Arrangements will be made for those members who are not available to join in-person but can participate via teleconference (or Ilinc). We are currently working with UCOP on these arrangements. UCEAP will send out an email in the coming weeks with call-in information. Information will also be available on the UCEAP Governing Committee website.

Onsite Contact:

On site contact is Gail Coufal, Vice-Provost Greenstein's Office- 510-587-6018
Committee Analyst Andrea Delap

Parking

Visitor parking is available at UCOP on the 12th Street side of the building (for the corner of Franklin & 12th, 1st driveway to the left on 12th after crossing Franklin) . The rate is \$11.00 per day if you enter the parking structure before 9.00am. Daily parking is also available at a number of lots proximate to the building.

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