

2006-2007 :: International Education

1. Mission Statement:

The Office of International Education (OIE) supports the teaching, research, and outreach missions of The University of Texas at Dallas by offering comprehensive, accessible, flexibly delivered coordination of international education opportunities for faculty and students. The Office of International Education's overall mission is to promote opportunities that allow learning about self and organization in relation to the larger world to become an "internationalized citizen and institution."

2. Objectives:

2.1 OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.: By identifying, implementing, and promoting mechanisms of international education accessibility, including the satisfaction of UTD and UT System protocol, health and safety management of risk for foreign travel, and quality of services, the OIE focuses on contributing to the comprehensive education of students to function in the global, rapidly changing and technological world.

2.1.1 Related General Education Outcome Item(s): 1. Communication; 10. Foundational Knowledge in Discipline(s); 11. Advanced Knowledge in Discipline(s); 13. Independent Research; 16. Independent Thought; 17. Internship

2.1.2 Related Strategic Plan Item(s):

II-1 The Education of Leaders; II-2 Living-Learning Communities; II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion; III-1 Dynamic Change Management; III-2 Innovative Centers and Institutions; V-2 Enhanced Quality of Life; VI-3 Business Leadership; VI-4 Community Outreach

2.1.3 Related Institutional Priority Item(s):

SP-4 Tell UTD's Story Better; SP-7 Enhance Graduation Rates; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality; CPT-4 Enhance student diversity; CPT-5 Increase retention and graduation rates

2.1.4 Standards and Associations:

Association of International Educators (NAFSA) U.S. State Department International SOS Assistance, Inc. U.T. System Association of International Education Administrators (AIEA)

2.1.5 Student Related Objective: Yes - This is a student related objective.

2.2 OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.: By offering a diverse portfolio of international educational mobility such as Study Abroad, Exchange Mobility, Internships, Independent Study, and Customized Programs, and inclusive events such as the Study Abroad Fair and Passport Fest and hosting international guests to share their programs and experiences, the OIE focuses on enhancing campus community international education and encouraging participation.

2.2.1 Related General Education Outcome Item(s): 1. Communication; 2. Mathematics; 3. Quantitative Methods; 4. Natural Science; 5. Visual & Performing Arts; 6. Humanities; 9. Social & Behavioral Science; 11. Advanced Knowledge in Discipline(s); 12. Guided Research; 13. Independent Research; 14. Ongoing Research; 15. Research & Design; 16. Independent Thought; 17. Internship

2.2.2 Related Strategic Plan Item(s):

II-1 The Education of Leaders; II-2 Living-Learning Communities; II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion; III-1 Dynamic Change Management; V-2 Enhanced Quality of Life; VI-3 Business Leadership; VI-4 Community Outreach

2.2.3 Related Institutional Priority Item(s):

SP-4 Tell UTD's Story Better; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality; COM-4 Enhance research, graduate education and technology-driven economic development; CPT-3 Significantly improve quality of UTD's graduate students; CPT-4 Enhance student diversity; CPT-5 Increase retention and graduation rates

2.2.4 Standards and Associations:

Association of International Educators (NAFSA), Association of International Education Administrators (AIEA), Institute of Experimental Medicines, Academy of Sciences of the Czech Republic; The Lille Graduate School of Management, France; University of Bremen, Germany; University of Hamburg, Germany; Philipps-Universität Marburg, Germany; University of Kaiserslautern, Germany; Kyungpook National University, Korea; Hanyang University, Korea; Sungkyunkwan University, Korea; Indian Institute of Technology Roorkee, India; City University of Hong Kong; Fudan University, China; Polytechnic University of Catalonia, Spain; The Universitat

Jaume, Castello, Spain; School of Physics and Astronomy at the University of St. Andrews, Scotland; Monterrey Institute of Technology and Higher Education (ITESM), Mexico; Mexican Research Center for Mathematics (CIMAT); Dublin City University, Ireland; L.N. Gumilyov Eurasian National University, Republic of Kazakhstan; Technion Institute of Technology, Israel; Knowledge Exchange Institute (KEI), USA; Study Abroad Italy (SAI), USA.

2.2.5 Student Related Objective: Yes - This is a student related objective.

2.3 OIE is committed to meeting and changing needs of multiple populations while engaging in innovative program development and management, providing students and faculty assistance, consultation for developing unique programs and university agreements with international counterparts.:

By providing guidance to schools, academic groups, and leaders to design Agreements of Collaboration, Memorandums of Understanding, Affiliation Agreements, Exchange Program Agreements, and Research Agreements, the OIE focuses on meeting the needs of a multicultural campus community, launching new international initiatives and formalizing and invigorating existing ones to expand international opportunities for UTD students and faculty, while ensuring the satisfaction of institutional protocol.

2.3.1 Related Strategic Plan Item(s):

I-2 The Bio-World; I-3 Nanotechnology; II-1 The Education of Leaders; II-2 Living-Learning Communities; II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion; III-1 Dynamic Change Management; IV-1 National and Global Security; V-1 Life Science Health Collaborations; V-2 Enhanced Quality of Life; VI-2 The Arts; VI-3 Business Leadership; VI-5 University Village

2.3.2 Related Institutional Priority Item(s):

SP-4 Tell UTD's Story Better; SP-7 Enhance Graduation Rates; COM-2 Protect Enrollment Gains, Access and Student Quality as part of moving toward Tier One Status; COM-3 Sustain Progress toward Tier One Status in terms of programs, research and faculty quality; COM-4 Enhance research, graduate education and technology-driven economic development; CPT-3 Significantly improve quality of UTD's graduate students; CPT-4 Enhance student diversity; CPT-5 Increase retention and graduation rates

2.3.3 Standards and Associations:

U.T. System Institute of Experimental Medicines, Academy of Sciences of the Czech Republic; The Lille Graduate School of Management, France; University of Bremen, Germany; University of Hamburg, Germany; Philipps-Universität Marburg, Germany; University of Kaiserslautern, Germany; Kyungpook National University, Korea; Hanyang University, Korea; Sungkyunkwan University, Korea; Dankook University, Korea; Indian Institute of Technology Roorkee, India; City University of Hong Kong; Fudan University, China; Ocean University, China; Polytechnic University of Catalunya, Spain; The Universitat Jaume, Castello, Spain; School of Physics and Astronomy at the University of St. Andrews, Scotland; Monterrey Institute of Technology and Higher Education (ITESM), Mexico; University of Guanajuato, Mexico; Facultad de Ingeniería Civil de la Universidad Autónoma de Nuevo León, Mexico; Centro de Investigación y Estudios Avanzados - Unidad Querétaro, Mexico; Mexican Research Center for Mathematics (CIMAT); Universidad de Sonora, Mexico; Dublin City University, Ireland; The Tyndall National Institute, Ireland; The Moscow State Institute of Steel and Alloys (Technological University), Russia; The Federal State Unitary Enterprise State Scientific Research and Design Institute for Rare Metals Industry "GIREDMET," Russia; L.N. Gumilyov Eurasian National University, Republic of Kazakhstan; Technion Institute of Technology, Israel; Organization of American States (OAS), Consortium of Semiconductor Advanced Research (COSAR); Knowledge Exchange Institute (KEI), USA; Study Abroad Italy (SAI), USA.

2.4 OIE broadens and facilitates the understanding and collaboration for promoting a global perspective for UTD through leadership in appropriate professional organizations and scholarly contributions.:

By participating actively in associations such as the Association of International Educators (NAFSA) and the Mexican Association for International Education (AMPEI) and attending workshops and conferences beneficial to the enhancement of OIE's mission, the OIE focuses on promoting a global perspective for UTD, while expanding its network and staff's accessibility for training and expertise.

2.4.1 Related Strategic Plan Item(s):

II-1 The Education of Leaders; II-3 Investment in People; II-4 Enhancement of Diversity and Inclusion; IV-1 National and Global Security; V-2 Enhanced Quality of Life; VI-3 Business Leadership

2.4.2 Related Institutional Priority Item(s): SP-4 Tell UTD's Story Better; CPT-4 Enhance student diversity

2.4.3 Standards and Associations:

Association of International Educators (NAFSA) Mexican Association for International Education (AMPEI) Association of International Education Administrators (AIEA)

3. Measures & Findings:

3.1 International program participation report. : International program participation reports.

3.1.1 Assessment Timeframe: Once a year

3.1.2 Success Criteria:

To increase by 20% student's participation in international programs during the academic year 2006-07 through electronic announcements of international programs, class presentations of OIE programs, advising services, and updating OIE's web page.

3.1.3 Related Objective(s):

OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.

3.1.4 Results Related To Success Criteria: The number of UTD students participating in international programs growth by 61.53% with respect to the previous academic year (126/78)**3.1.5 Numerical Results:**

Number of students participating in international programs by semester: Fall 2006 - 31 Spring 2007 - 31 Summer 2007 - 64 Total - 126

3.1.6 Influencing Factors:

Influencing factors to enhance international mobility were electronic announcements, advising services, expanding the scope of the study abroad fair, class presentations, direct interaction between international educational providers and UTD students, updating web page, etc.

3.1.7 Achievement Level: Met**3.1.8 Further Action:** No**3.2 Study Abroad Program report:** Study Abroad Programs participation report**3.2.1 Assessment Timeframe:** Once a year**3.2.2 Success Criteria:**

To increase by 20% student's participation in Study Abroad Programs during the academic year 2006-07.

3.2.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.2.4 Results Related To Success Criteria: The number of students participating in study abroad programs growth by 26% with respect to the previous academic year.**3.2.5 Numerical Results:**

Number of students participating in study abroad program per semester: Fall 2006 - 15 Spring 2007 - 11 Summer 2007 - 32

3.2.6 Influencing Factors:

A closer dialogue with study abroad providers, diffusion of programs, class presentations, organization of study abroad fair, direct dialogue between study abroad providers and students.

3.2.7 Achievement Level: Met**3.2.8 Further Action:** No**3.3 International collaborations report:** International collaborations reports**3.3.1 Assessment Timeframe:** Once a year**3.3.2 Success Criteria:**

To increase by 10% collaborations with international counterparts during the 2006-07 academic year.

3.3.3 Related Objective(s):

OIE is committed to meeting and changing needs of multiple populations while engaging in innovative program development and management, providing students and faculty assistance, consultation for developing unique programs and university agreements with international counterparts.

3.3.4 Results Related To Success Criteria:

Thirteen (13) new international collaborations were formalized, one (1) renewed, and one (1) re - designed to comply with UT and UTD guidelines during the academic year 2006-07.

Based on the number of existing international collaborations in the previous year (25), the new thirteen commitments reflected an increase of 52%.

3.3.5 Numerical Results:

Six (6) new Affiliation Agreements. Two (2) new Exchange Program Agreements / One (1) Exchange Program Agreement re designed (and approved). Four (4) new Memos of Understanding. One (1) new Agreement of Cooperation / One (1) Agreement of Cooperation renewal.

3.3.6 Influencing Factors:

1. To enhance the internationalization of UTD through formal collaborations, including faculty and student mobility and teaching and research collaboration. 2. Guidance from the Office of the Provost to ensure the satisfaction of institutional and legal protocol for international collaboration. 3. Initiatives from UTD faculty and leaders to explore new mechanisms of international collaboration.

3.3.7 Achievement Level: Met

3.3.8 Further Action: No

3.4 Assoc. of International Educators (NAFSA) report: Association of International Educators (NAFSA) participation report.

3.4.1 Assessment Timeframe: Once a year

3.4.2 Success Criteria:

Send UTD representative to participate in the Association of International Educators 2007 conference to learn from other institutions and meet colleagues to share learning experiences.

3.4.3 Related Objective(s):

OIE broadens and facilitates the understanding and collaboration for promoting a global perspective for UTD through leadership in appropriate professional organizations and scholarly contributions.

3.4.4 Results Related To Success Criteria: Rodolfo Hernandez Guerrero participated in the NAFSA conference, on behalf of UTD Office of International Education (OIE), from May 27 to June 1, 2007. Rodolfo (1) attended several sessions and workshops related to safety, Bologna Process, measuring exchange cultural results, mobility statistics, leadership international issues; (2) met study abroad program representatives, (3) met Mexican Association of International Education (AMPEI) officials, (4) met Dublin City University official to discuss the status of exchange mobility with UTD.

3.4.5 Numerical Results: One OIE representative attended the NAFSA conference.

3.4.6 Influencing Factors:

UTD OIE participation encouraged to obtain information, training, meet NAFSA senior members, and network.

3.4.7 Achievement Level: Met

3.4.8 Further Action: No

3.5 OIE survey for students returning from abroad.: OIE survey for students returning from abroad.

3.5.1 Assessment Timeframe: Once a year

3.5.2 Success Criteria:

To increase the level of students' OIE services satisfaction, including guidance and quality of programs, by more than 60%.

3.5.3 Related Objective(s):

OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.

3.5.4 Results Related To Success Criteria: Eighteen (18) evaluations were collected from students that participated in international programs in Fall 2006, Spring, and Summer 2007. 100% of students were satisfied with their program of choice and considered the application process as excellent or fair.

3.5.5 Numerical Results:

1. 67% considered the overall helpfulness of the OIE staff as excellent. 2. 100% were satisfied with their program of choice. 3. 61% considered the application process as excellent. 4. 72% considered the coordination and guidance from study abroad advisor as excellent.

3.5.6 Influencing Factors:

1. Hiring a full time advisor for international education, whose performance is under the direct supervision of the OIE Program Coordinator. 2. The new OIE office located at JO 5.504, which was designed for a friendly and educational environment to enhance guidance. 3. Three (3) available computers for students to navigate in selected web pages for study abroad programs and international exchange mobility, among others.

3.5.7 Achievement Level: Met

3.5.8 Further Action: Yes

3.6 Exchange Program report: Exchange Programs report

3.6.1 Assessment Timeframe: Once a year

3.6.2 Success Criteria:

To increase the number of UTD students participating in international exchange mobility by 10% during the academic year 2006-07. To increase the number of incoming international exchange students to UTD by 10%

during the academic year 2006-07.

3.6.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.6.4 Results Related To Success Criteria: The number of outgoing and incoming exchange students increased by 100% and 50%, respectively, with respect to the previous academic year.

3.6.5 Numerical Results:

UTD sent students to the following international exchange counterparts: Univ of St Andrews, Scotland: 1 student, two semesters Universitat Jaume I in Castellon, Spain: 1 student Tech of Monterrey, Mexico: 1 student Univ of Marburg, Germany: 2 students UTD hosted students from the following international exchange counterparts: Fudan University, China: 2 students Univ of St Andrews, Scotland: 1 student Sungkyunkwan University, Korea: 3 students Universitat Jaume I in Castellon, Spain: 3 students

3.6.6 Influencing Factors:

1) Exchange mobility promoted to enhance a deeper international academic experience. 2) Formalization of new exchange program agreements with international counterparts.

3.6.7 Achievement Level: Met

3.6.8 Further Action: No

3.7 Memo / Agreements of Collaboration report: Memorandums of Understanding / Agreements of Collaboration reports

3.7.1 Assessment Timeframe: Once a year

3.7.2 Success Criteria: Increase to 5% new Memorandum of Understanding / Agreements of Collaboration.

3.7.3 Related Objective(s):

OIE is committed to meeting and changing needs of multiple populations while engaging in innovative program development and management, providing students and faculty assistance, consultation for developing unique programs and university agreements with international counterparts.

3.7.4 Results Related To Success Criteria:

Five (5) new Memos of Understanding (MOU) / Agreement of Cooperation (AC) were formalized and one (1) was renewed.

3.7.5 Numerical Results: An increase of 41% with respect to existing MOU and AC from previous year (5/12).

3.7.6 Influencing Factors:

1. Initiative from faculty and leaders to formalize exchange mobility. 2. Guidance from the Office of the Provost to ensure satisfaction of institutional and legal protocol.

3.7.7 Achievement Level: Met

3.7.8 Further Action: No

3.8 Mexican Assoc. for International Education report: Mexican Association for International Education (AMPEI) Membership report.

3.8.1 Assessment Timeframe: Once a year

3.8.2 Success Criteria:

To renew the Mexican Association for International Education (AMPEI) membership. To send UTD representative to the 2006 AMPEI conference to learn from other institutions and meet colleagues to share learning experiences.

3.8.3 Related Objective(s):

OIE broadens and facilitates the understanding and collaboration for promoting a global perspective for UTD through leadership in appropriate professional organizations and scholarly contributions.

3.8.4 Results Related To Success Criteria: The AMPEI membership was renewed and Rodolfo Hernandez Guerrero attended its annual conference in Cuernavaca, Mexico, November 13-15, 2006. Rodolfo (1) presented "The U.S.-Mexico relationship, a learning and understanding process: the case of The University of Texas at Dallas (UTD)," (2) met Mexican officials from several Mexican universities and U.S. Embassy cultural section in Mexico City.

3.8.5 Numerical Results: One membership renewed and one representative attended the 2006 AMPEI conference.

3.8.6 Influencing Factors:

A mechanism to learn from other institutions and meet colleagues to share learning experiences under the context of the U.S. - Mexico relationship.

3.8.7 Achievement Level: Met

3.8.8 Further Action: Yes**3.9 Orientation and safety report:** Orientation report on safety, health, and cultural issues.**3.9.1 Assessment Timeframe:** Once a year**3.9.2 Success Criteria:**

To increase the number of students participating in pre departure orientation sessions to discuss safety, health, cultural issues by 10%.

3.9.3 Related Objective(s):

OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.

3.9.4 Results Related To Success Criteria:

Eighty two (82) students participated in "Pre Departure Orientation Sessions," obtaining guidance and discussing about cultural differences, safety and health issues, and use of SOS emergency insurance.

3.9.5 Numerical Results:

The number of students participating in "Pre Departure Orientation Sessions" increased by 164% with respect to previous year (82/31).

3.9.6 Influencing Factors:

1. Hiring a full time Advisor for international education under the supervision of OIE Program Coordinator. 2. Closer dialogue with students. 3. OIE pro action to provide guidance to group of students traveling abroad.

3.9.7 Achievement Level: Met**3.9.8 Further Action:** No**3.10 Independent Studies and Internships report:** Independent Studies and Internships Abroad report**3.10.1 Assessment Timeframe:** Once a year**3.10.2 Success Criteria:**

To increase the number of students participating in international internships and independent studies by 20%.

3.10.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.10.4 Results Related To Success Criteria: The number of students participating in independent studies and internships abroad increased by 600% with respect to the previous year (7/1).**3.10.5 Numerical Results:**

Number of students participating in both types of international mobility per semester: Fall 2006: N/A Spring 2007: 3 - Independent Study / 1-Internship Summer 2007: 3 - Independent Study / NA-Internship

3.10.6 Influencing Factors:

1. Promoting both types of mobility. 2. A direct dialogue with faculty and academic units to ensure institutional protocol satisfaction. 3. Availability of the International Educational Fund Scholarship, IEFS.

3.10.7 Achievement Level: Met**3.10.8 Further Action:** No**3.11 Affiliation Agreements report:** Affiliation Agreements report**3.11.1 Assessment Timeframe:** Once a year**3.11.2 Success Criteria:** To increase by 10% new Affiliation Agreements with international counterparts.**3.11.3 Related Objective(s):**

OIE is committed to meeting and changing needs of multiple populations while engaging in innovative program development and management, providing students and faculty assistance, consultation for developing unique programs and university agreements with international counterparts.

3.11.4 Results Related To Success Criteria: Six (6) new Affiliation Agreements (AA) were formalized with international counterparts, including two Study Abroad Providers: Study Abroad Italy (SAI) and Knowledge Exchange Institute (KEI).**3.11.5 Numerical Results:** An increase of 40% with respect to existing AA in the previous year (6/15).**3.11.6 Influencing Factors:**

1. Initiative from faculty and leaders to formalize exchange mobility. 2. Guidance from the Office of the Provost to ensure satisfaction of institutional and legal protocol.

3.11.7 Achievement Level: Met

3.11.8 Further Action: No

3.12 OIE's web page report: OIE's web page report

3.12.1 Assessment Timeframe: Once a year

3.12.2 Success Criteria:

Editing and updating the OIE's web page to provide clear and consistent information for students and faculty. The report will include editions, updates, and changes performed to the OIE web page during the academic year.

3.12.3 Related Objective(s):

OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.

3.12.4 Results Related To Success Criteria: Eight (7) sections of the OIE web page were updated during the academic year to ensure clear and consistent information for students and faculty.

3.12.5 Numerical Results:

Editions were focused on the following sections: 1. Exchange Program - inclusion of new programs 2. Postcards - design and inclusion of students' testimonials 3. Study Abroad Programs - homogenous descriptions of providers 4. How To - updating protocol for incoming exchange students 5. FAQ - edition of questions and answers to ensure consistency of information and instructions with respect to the institutional protocol 6. Faculty - providing original links (sources) for UT System international collaboration templates 7. Scholarships - updating section to ensure consistency of information and instructions with respect to the application process.

3.12.6 Influencing Factors:

1. Accesibility and flexibility of Web master to pursue changes, editions, design as necessary. 2. A continuous dialogue / communication among team members to identify necessary changes and editions.

3.12.7 Achievement Level: Met

3.12.8 Further Action: No

3.13 Customized Programs report: Report on Customized Programs

3.13.1 Assessment Timeframe: Once a year

3.13.2 Success Criteria: To increase by 20% number of students participating in customized programs.

3.13.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.13.4 Results Related To Success Criteria:

The number of students participating in customized programs increased by 113.8% with repesct to the previous year (62/29).

3.13.5 Numerical Results:

Numbe of students participating in customized programs per semester: Fall 2006: 14 students Spring 2007: 18 students Summer 2007: 30 students

3.13.6 Influencing Factors:

1. A direct dialogue with faculty and institutional leaders to include international education into regular curricula. 2. Promotion of the International Educational Fund Scholarship, IEFS. 3. Designing and up dating the institutional protocol for customized program mobility.

3.13.7 Achievement Level: Met

3.13.8 Further Action: No

3.14 Exchange Program Agreements report: Exchange Program Agreements report

3.14.1 Assessment Timeframe: Once a year

3.14.2 Success Criteria: To increase by 5% Exchange Program Agreements with international counterparts.

3.14.3 Related Objective(s):

OIE is committed to meeting and changing needs of multiple populations while engaging in innovative program development and management, providing students and faculty assistance, consultation for developing unique programs and university agreements with international counterparts.

3.14.4 Results Related To Success Criteria:

Two (2) new Exchange Program Agreements were formalized and one (1) redesigned to comply with UT and UTD guidelines.

3.14.5 Numerical Results: A growth of 16% with respect to previous existing exchange program agreements (2/12).

3.14.6 Influencing Factors:

1. Initiative from faculty and leaders to formalize exchange mobility.
2. Guidance from the Office of the Provost to ensure satisfaction of institutional and legal protocol.

3.14.7 Achievement Level: Met

3.14.8 Further Action: No

3.15 OIE protocol report: Report on international mobility institutional protocol.

3.15.1 Assessment Timeframe: Once a year

3.15.2 Success Criteria:

To keep updating the most efficient administrative coordination within UTD offices to successfully satisfy institutional protocol such as registration of programs, financial aid and scholarships, transfer of credits, etc., avoiding duplication of procedures and deleting unnecessary paperwork.

3.15.3 Related Objective(s):

OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.

3.15.4 Results Related To Success Criteria: 1. Added Research as a sixth type of mobility

2. Changed title of student checklist to read Institutional Protocol
3. Created Faculty Checklist
4. Created Checklist for incoming exchange students
5. Created Checklist for Enrollment Services
6. Shaded areas on checklist to reflect OIE responsibility
7. Added Enrollment Certification to checklist
8. Created Enrollment Certification form
9. ISIC clearance to enter effective date and expiration date
10. AES recipients now allowed to use award towards exchange mobility
11. Added the Out-of-State Foreign and Field Trip Course Approval Form to the Internship and Independent Study Checklist
12. Submitting Checklist and Course Pre-Approval Forms to VP for Business Affairs
13. Submitting Course Pre-Approval Form to Financial Aid for IEFS
14. Revised student application to remove duplications as well as to reflect financial aid and scholarships
15. The 24/30 rule was given flexibility with approval of Dean
16. Deadlines were created for the next three academic years
17. Added SIS Plus 136 screen to student folders to reflect registration
18. Adjusted registration to reflect accurate semester credit hours
19. Students are now required to enroll in at least 6 semester credit hours to be eligible for the International Educational Fund Scholarship, IEFS.
20. Ordered OIE stamp for official documents received
21. Databases were adjusted to include more comprehensive information
22. Decreased timeframe memo is sent to UTD community, especially the Registrar's Office.

3.15.5 Numerical Results: Twenty two adjustments have been designed / pursued to up date institutional protocol.

3.15.6 Influencing Factors:

1. A direct dialogue with academic and administrative units to ensure efficiency and to avoid duplication of efforts and/or procedures.
2. Guidance from the Office of the Provost to comply with UTD, UT, State of Texas, and U.S. Department of State's guidelines.

3.15.7 Achievement Level: Met

3.15.8 Further Action: No

3.16 Study Abroad Fair report: Study Abroad Fair report

3.16.1 Assessment Timeframe: Once a year

3.16.2 Success Criteria: Increase 10% of UTD students attending the fair.

3.16.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.16.4 Results Related To Success Criteria: Two study abroad fairs were organized in October 2006 and January

2007 with an increasing participation rate of 230% with respect to the previous year (317/96).

3.16.5 Numerical Results: Number of participantinf students in both fairs: Fall 2006: 184 Spring 2007: 133

3.16.6 Influencing Factors:

1. Electronic and media announcements. 2. Close dialogue with the Office of Undergraduate Studies 3. Class presentations. 4. Representation of study abroad providers and international exchange counterparts.

3.16.7 Achievement Level: Met

3.16.8 Further Action: No

3.17 Passport Fest report: Passport Fest report

3.17.1 Assessment Timeframe: Once a year

3.17.2 Success Criteria:

To coordinate efforts with U.S. Postal Service to accept passport applications from members of the UTD community during the Study Abroad Fairs.

3.17.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.17.4 Results Related To Success Criteria:

Two Passport Fests were organized along with the Study Abroad Fair in October 2006 and January 2007 with the support of the U.S. Postal Services to accept passport applications from UTD community members.

3.17.5 Numerical Results: A total of 31 passport applications were collected, 19 in Fall 2006 and 12 in Spring 2007.

3.17.6 Influencing Factors:

1. OIE service provided as a mechanism to enhance university community participation and education. 2. To assist UTD community to meet U.S. State Department guidelines for international travel.

3.17.7 Achievement Level: Met

3.17.8 Further Action: No

3.18 Hosting international representatives report: Hosting international colleagues and representatives report.

3.18.1 Assessment Timeframe: Once a year

3.18.2 Success Criteria:

To continue hosting international guests to share their programs and experiences with OIE, UTD students, and faculty, and continue dialoguing about deeper mechanism of collaboration. The report will include the number of representatives, delegation, and/or officials that would visit UTD during the academic year to follow up institutional collaborations, learn about UTD facilities, sign instruments of collaboration, exchange of ideas, etc.

3.18.3 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

3.18.4 Results Related To Success Criteria:

UTD OIE hosted 67 guests from study abroad providers and international counterparts to follow up institutional collaborations, learn about UTD facilities, sign instruments of collaboration, exchange of ideas, reserach, studies, etc.

3.18.5 Numerical Results:

Number of study abroad representatives that promoted programs at UTD: Peace Corps: 1 EF College Brak: 1 Cultural Experiences Abroad, CEA: 1 International Education of Students, IES: 2 Knowledge Exchange Institute: 2 Edge Hill: 1 Study Abroad Italy: 2 Security Education Program: 1 Education USA Mission: 1 Mahendra Educational Trust: 1 AmeriSpan:1 Center for Academic Programs Abroad, CAPA: 1 The American Institute for Foreign Study, AIFS: 1 STA Travel: 1 Number of international counterpart (universities) representatives that visited UTD: University of Orleans, France: 1 - follow up collaboration; Kyungpook National University, Korea: 4 - visiting scholars; Technical University of Catalonia, Spain: 1 - follow up institutional collaboration; 1 - research visit; Tech of Monterrey, Mexico: 7 - to follow up collaboration, especially in the field of Art and Technology; Research Center for Mathematics, CIMAT, Mexico: 2 - to offer a course in geometry and follow up institutional collaboration; 2 to collaborate with the Art and Tech Institute; Technological Institute of Saltillo: 9 - to sign an Agreement of Cooperation; Research Center for Applied Chemistry, CIQA, Mexico: 2 - to explore mechanisms of collaboration and learn about UTD facilities; Dublin City University, DCU, Ireland: 2 - to follow up institutional collaboration; 4 - training - research visit; U.S. Embassy in Mexico City: 1 - to follow up collaboration; University of Marburg, Germany: 1 - research visit; University of Sonora, Mexico: 5 - to sign a Memorandum of Understanding; Universite de Bourgogne, France: 1 - research visit; Research and Advanced Studies Center, CINVESTAV - Queretaro, Mexico: 6 - research visit; University of Guanajuato, Mexico: 1 - UTD-Mexico

Summer Research Program 2007.

3.18.6 Influencing Factors:

1. OIE's creativity to facilitate and coordinate functions and services from different academic and administrative units to host international guest / representatives. 2. Direct dialogue with faculty and leaders. 3. To enhance the the visibility and hospitality of UTD.

3.18.7 Achievement Level: Met

3.18.8 Further Action: No

5. Closing the Loop:

5.1 Office move report: Move to the office to a more efficient space (JO 5.504).

5.1.1 Related Objective(s):

OIE is dedicated to promoting international educational opportunities that better prepare students, faculty, and the university to function in the global, rapidly changing and technological world.

5.1.2 Related Measure(s): International program participation report.

5.1.3 Responsible Person: Rodolfo Hernandez Guerrero

5.1.4 Target Date: September 2006

5.1.5 Priority: High Priority

5.2 Advisors / faculty training report:

Deliver two training sessions for advisors / faculty regarding international mobility and institutional protocol.

5.2.1 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

5.2.2 Related Measure(s):

International program participation report. ; Orientation and safety report; Customized Programs report; OIE protocol report

5.2.3 Responsible Person: Yolande Evans

5.2.4 Target Date: October 4, 2006, and March 22, 2007

5.2.5 Priority: High Priority

5.3 Association of International Education Administrators (AIEA) affiliation.: Affiliation to the Association of International Education Administrators and participation in its 2007 meeting in Washington D.C.

5.3.1 Related Objective(s):

OIE broadens and facilitates the understanding and collaboration for promoting a global perspective for UTD through leadership in appropriate professional organizations and scholarly contributions.

5.3.2 Responsible Person: Rodolfo Hernandez Guerrero

5.3.3 Target Date: February 2007

5.3.4 Priority: High Priority

5.4 Association of International Educators (NAFSA) North Texas conference: To participate in the NAFSA North Texas conference, Dallas, Texas.

5.4.1 Related Objective(s):

OIE broadens and facilitates the understanding and collaboration for promoting a global perspective for UTD through leadership in appropriate professional organizations and scholarly contributions.

5.4.2 Related Measure(s): Assoc. of International Educators (NAFSA) report

5.4.3 Responsible Person: Yolande Evans

5.4.4 Target Date: Spring 2007

5.4.5 Priority: Medium Priority

5.5 Donation of food supplies to MOSAIC, Family Services, Inc.: Under the initiative of OIE Program Coordinator, OIE collected food supplies to be donated to MOSAIC, Inc., a nonprofit community-based organization that provides services to underserved groups in the Dallas/Ft. Worth Metroplex. MOSAIC helps immigrants and refugees, at-risk youth, and those at risk for HIV/AIDS. Its mission is to support, educate, and empower individuals and families of the communities we serve.

5.5.1 Related Objective(s):

OIE offers enhancement of university programs, services and organizational units by initiating international opportunities, educating the campus community, and encouraging participation.

5.5.2 Responsible Person: Yolande Evans, Program Coordinator**5.5.3 Target Date:** November 21, 2006**5.5.4 Priority:** High Priority**6. Analysis:****6.1 Program/Unit Strengths:****6.1.1 Objectives/Outcomes Exceeded or Met:**

The results were beyond the criteria for success. The number of participating students in international programs and participating in "pre departure orientation sessions" increased by 61.53% and 164%, respectively; the number of students participating in the Study Abroad fairs increased by 230%; two Passport Fest were organized with the support of the U.S. Postal Services, encouraging community participation and collecting thirty one (31) passport applications; "research" was incorporated into the OIE portfolio of international mobility, especially for graduate students; the number of formal international collaborations increased by 52%, OIE participated in related accredited associations conferences such as AMPEI, NAFSA, AIEA; several meetings were pursued with academic and administrative units to simplify and homogenize OIE protocols, including 22 changes and innovations for the protocol; OIE hosted fifty nine (59) guests that visited UTD to promote study abroad programs, exchange mobility, follow up collaborations, learn from UTD infrastructure, sign instruments of collaboration, research, studies; OIE moved to its new office, JO 5.504, which was designed to enhance a friendly and student oriented environment; 100% of OIE evaluation surveys indicated that the application process was excellent or fair and that students were satisfied with their program of choice; OIE web page was continuously edited and updated to offer clear, simple, consistent information to UTD community, especially students.

6.2 Program / Unit Weaknesses:

6.2.1 Objectives / Outcomes Partially or Not Met: In the 2005-06 report was indicated the design and collection of electronic evaluations for the next academic year. Currently the design is in process and expected to be ready for the collection of evaluations at the beginning of the Fall semester 2007.

6.3 Other Areas Needing Improvement:

- 1) Continue improving the quality of OIE services and offering simple, consistent, and clear procedures for students' satisfaction of OIE protocol with the support and guidance of UTD leaders and academic and administrative units.
- 2) Continue identifying new and more diverse and inclusive mechanisms of student international mobility such as new customized, study abroad and exchange programs.
- 3) Continue actively participating in related accredited associations to obtain knowledge and guidance, to amplify current networking, and to promote UTD as a leading institution in international education.

7. Report:**7.1 Executive Summary:** Office of International Education (OIE)

Narrative for SACS 2007

The Office of International Education (OIE) was established in 2003 and is supported through the Office of the Executive Vice President and Provost, supervised by the Associate Provost, Dr. Robert Nelsen, and directed by Dr. Rodolfo Hernandez Guerrero. The OIE mission is to support the teaching, research, and outreach missions of The University of Texas at Dallas by offering comprehensive, flexible coordination of international education opportunities to faculty and students. The Office seeks to be a resource on campus to foster international learning opportunities to educate and prepare individuals with skills necessary to function in a global environment.

After two years of the new OIE administration, the OIE team has overcome the profound discomfort was found among students and faculty regarding OIE services and a lack of communication between this office and other UTD administrative and academic units. Since September 2005, meetings have been conducted with UTD leaders, administrators, faculty, and especially students to discuss their experiences and identify the most optimal and efficient way to meet the OIE mission. These meetings have been, and will continue to be, instrumental in incorporating perceptions, suggestions, and criticism in a continuous improvement process for OIE. To date, the result has been a redesign of OIE operations, enhancing a higher level of inclusiveness, visibility, and quality services.

During the academic year 2006-07, the results were beyond the criteria for success. The number of participating students in international programs and participating in "pre departure orientation sessions" increased by 61.53% and 164%, respectively; the number of students participating in the Study Abroad fairs increased by 230%; two Passport Fest were organized with the support of the U.S. Postal Services, encouraging community participation and collecting thirty one (31) passport applications; "research" was incorporated into the OIE portfolio of international mobility, especially for graduate students; the number of formal international collaborations increased

by 52%, OIE participated in related accredited associations conferences such as AMPEI, NAFSA, AIEA; several meetings were pursued with academic and administrative units to simplify and homogenize OIE protocols, including 22 changes and innovations for the protocol; OIE hosted fifty nine (59) guests that visited UTD to promote study abroad programs, exchange mobility, follow up collaborations, learn from UTD infrastructure, sign instruments of collaboration, research, studies; OIE moved to its new office, JO 5.504, which was designed to enhance a friendly and student oriented environment; 100% of OIE evaluation surveys indicated that the application process was excellent or fair and that students were satisfied with their program of choice; OIE web page was continuously edited and updated to offer clear, simple, consistent information to UTD community, especially students.

In order to expand the scope of OIE, since September 2005 we complemented study abroad programs with the design and implementation of international exchange programs. This new venue of international mobility has become a more accessible mechanism of mobility for our students since tuition is waived on a reciprocal basis. Also, students may have a deeper cultural and linguistic immersion by being guests of one of our international counterparts rather than traveling and pursuing study programs with other U.S. nationals. During the academic year 2005-06, UTD has signed exchange programs with Kyungpook National University, Korea, University of Kaiserslautern, Germany, City University of Hong Kong, Fudan University, China, Polytechnic University of Cataluna, Spain; and Sungkyunkwan University, Korea. In addition the exchange program agreement with the School of Physics and Astronomy at the University of St. Andrews, Scotland was renewed. During the 2006-07 academic year, UTD OIE formalized collaborations with two study abroad providers, Study Abroad Italy and Knowledge Exchange Institute, and with two exchange counterparts, University of Orleans, France, and the Technion Institute of Technology, Israel, amplifying the OIE portfolio for student mobility. In addition, UTD OIE re designed and signed the exchange program agreement with the University of Marburg, Germany, to comply with UT and UTD guidelines. Other international counterparts that formalized their collaboration with UTD during this academic year were Hayang University, Korea, L.N. Gumilyov Euroasian National University, Republic of Kazakhstan, Tyndall National Institute, Israel, Moscow State Institute of Steel and Alloys, Russia, The Federal State Unitary Enterprise State Scientific Research and Design Institute for Rare Metals Industry "GIREDMET," Russia; University of Sonora, Mexico, and Consortium of Semiconductor Advanced Research (COSAR). Also the UTD – Mexican Council of Science and Technology (CONACyT) collaboration was renewed during this year.

Future

Despite the short existence of the OIE, its strategy is constantly evolving to meet the expectations of our growing student population and to educate our UTD community about international education. Several projects will be designed and implemented within the next academic years (2007-2008). The OIE will:

- 1) Continue meeting UTD academic and administrative units to ensure and enhance the consistency and clarity of OIE protocols.
- 2) Create electronic surveys to measure student satisfaction with OIE services;
- 3) Continue identifying and formalizing new international collaborations, especially those which expand the portfolio of student mobility.
- 4) Continue identifying mechanisms to better facilitate awareness of international programs across campus.
- 5) Continue training OIE staff to effectively advise our students about international education.

7.2 Top 3 Program/Unit Accomplishments: 1) Updating and keeping simple and consistent OIE protocols.

- 2) One more new type of international mobility, research.
- 3) Expanding the portfolio of international mobility for students.

7.3 Research Activities or Publications:

Offering international educational opportunities, including research, study abroad, exchange programs, independent studies, internships, and customized programs to enrich the UTD academic and research curriculum.

7.4 Instructional/Training Activities (presented or received): UTD OIE participated in the annual conferences of the Association of International Educators (NAFSA), Mexican Association of International Education (AMPEI), Association of International Education Administrators (AIEA). In addition, OIE participated in the NAFSA North Texas annual conference.

OIE representatives attended relevant sessions to learn from other institution representatives and met colleagues to share learning experiences. In addition, Rodolfo Hernandez attended two workshops: (1) "Chief International Education Administration 101 (CIEA 101)" and (2) "Tabletop Exercise for Pandemic Influenza Preparedness" at the AIEA and NAFSA conferences, respectively, and presented "the U.S. - Mexico Relationship, a Learning and Understanding Process: the Case of The University of Texas at Dallas (UTD)" at the AMPEI conference.

OIE offered two workshops to UTD faculty and staff about international education and the importance of the institutional protocol satisfaction for international mobility.

7.5 Public Service:

- 1) Organization of the Passport Fest with the support of the U.S. Postal Services to issue passports to UTD faculty, staff, and students.
- 2) Organization of International Study Abroad Fairs in the Fall 2006 and Spring 2007 at UTD.

7.6 Other External Activities: UTD OIE participated in the 2006 MOSAIC Conference in Dallas, Texas.

2) Visiting programs and facilities to review or follow up international programs for students: Knowledge Exchange Institute (Dublin, Barcelona, and Paris), Technological University of Cataluna, Spain; Institute of Technology and Higher Education (ITESM), Campus Monterrey; University of Guanajuato, Mexican Council of Science and Technology (CONACyT), Research Center for Mathematics (CIMAT), Technological Institute of Saltillo, Mexico; EDU Espana (Madrid, Alcala de Henares, Toledo, Pamplona); University of Marburg, Germany.

7.7 Contributions to UTD: The internationalization of UTD

- 1) Telling the UTD story better on an international level.
- 2) Identification of one new type of international mobility for students, research.
- 3) Simplification and homogenization of OIE procedures and protocols across campus.
- 4) Definition of deadlines for OIE protocols and financial aid for next three academic years.
- 5) Increasing number of participating students in international programs.
- 6) Guidance and supervision for the design of new international collaborations.
- 7) Enhancing the visibility and leadership of UTD in international accredited associations and networks.

7.8 Top 3 Program / Unit Challenges:

- 1) Continue meeting UTD academic and administrative units to ensure and enhance the consistency and clarity of OIE protocols.
- 2) Continue identifying mechanisms to better facilitate awareness of international programs across campus.
- 3) Continue training OIE staff to effectively advise our students about international education.

7.9 Detailed Resources Needed to Improve and Fulfill Mission: OIE BUDGET SUMMARY FOR FY 2007-2008.

Requested Amount

I. PERSONNEL

A. Salaries \$166,721.60

B. Benefits \$20,840.20

C. Professional Fees \$-

D. Scholarship \$-

II. NON-PERSONNEL

A. Rental/Equipment \$6,126.54

B. Supplies \$2,900.00

C. Travel \$11,814.00

D. Membership/Conference \$3,090.00

E. Printing \$2,678.00

F. Freight & Postal \$1,107.60

G. Other Operational Cost \$14,525.00

III. INDIRECT COSTS

10% of Aggregated Total \$22,980.30

One-Time Cost \$1,800.00

TOTAL \$254,583.24

OIE SALARIES AND BENEFITS FOR FY 2007-2008.

NAME	POSITION	% TIME	CURRENT SALARY	ADJUSTED SALARY	BENEFITS
Dr. Rodolfo Hernandez	Director	50%	\$36,000.00	\$37,260.00	\$4,657.50
Yolande Y. Evans	Coordinator of Programs	100%	\$52,503.96	\$54,341.60	\$6,792.70
Karen Stepherson	Advisor II	100%	\$29,333.37	\$33,120.00	\$4,140.00
Alamgir K. Sharif	Administrative Assistant	100%	\$28,121.24	\$42,000.00	\$5,250.00
TOTAL			\$145,958.57	\$166,721.60	\$20,840.20

Note:

Adjusted Salary based on 3.5% inflation adjustment.

Benefits calculated based on 12.5% adjusted salary.

Karen Stepherson's adjusted salary based on per year salary rate (32,000 per year).

Alamgir K. Sharif's adjusted salary based on promotion to Administrative Coordinator on per year salary rate (32,000 per year).

OIE RENTALS FOR FY 2007-2008.

ITEM	NAME	AMOUNT PER YEAR
Copy Machine	Rental	\$2,346.54

Coyp Charges \$720.00
 Phone Rental \$2,700.00
 Long Distance \$360.00
 TOTAL \$6,126.54

Note:

Copy charges at \$60 per month
 Long Distance at \$30 per month

OIE SUPPLIES FOR FY 2007-2008.

ITEM NAME AMOUNT PER YEAR
 Staples Link \$2,400.00
 Other Sources \$500.00
 TOTAL \$2,900.00

Note:

Staple link was calculaed based on \$200 avg. usage per month.

OIE TRAVEL FOR FY 2007-2008.

TRAVELLERS NAME REASON DATE DAYS/DIEM FROM TO AIR FAIR PER DIEM OTHER TOTAL
 Dr. Rodolfo Hernandez NAFSA May/June 6 days at \$177 DFW Minneapolis, MN \$471.00 \$1,062.00 \$600.00
 \$2,133.00

Yolande Evans NAFSA May/June 6 days at \$177 DFW Minneapolis, MN \$471.00 \$1,062.00 \$600.00 \$2,133.00

Dr. Rodolfo Hernandez KEI April 7 days at \$374 DFW Frankfurt, Germany \$1,719.00 \$2,618.00 \$700.00
 \$5,037.00

Dr. Rodolfo Hernandez KEI April 30% Increase \$1,511.00

OIE Staff Mileage/Transport All Year \$1,000.00

TOTAL \$11,814.00

OIE MEMBERSHIP AND CONFERENCE FEE FOR FY 2007-2008.

PARTICIPANTS NAME TYPE OF MEMBERSHIP AMOUNT PER YEAR

Dr. Rodolfo Hernandez NAFSA Membership \$355.00

Yoldade Evans NAFSA Membership \$355.00

Dr. Rodolfo Hernandez NAFSA Conference \$395.00

Yoldade Evans NAFSA Conference \$395.00

Dr. Rodolfo Hernandez NAFSA Region III Conference \$100.00

Yoldade Evans NAFSA Region III Conference \$100.00

Dr. Rodolfo Hernandez AIEA Membership \$400.00

Dr. Rodolfo Hernandez AIEA Membership 10% Increase \$40.00

Dr. Rodolfo Hernandez AIEA Conference \$475.00

Dr. Rodolfo Hernandez AIEA Workshop \$175.00

Dr. Rodolfo Hernandez Dallas Committee on Foreign \$300.00

TOTAL \$3,090.00

OIE PRINTING COST FOR FY 2007-2008.

ITEM DESCRIPTION AMOUNT

Business Card - Dr. Rodolfo Hernandez \$66.00

Business Card - Yolande Evans \$66.00

Business Card - Karen Stepherson \$66.00

Business Card - A.K. Sharif \$66.00

Informational Brochure (1,000 copies) \$910.00

OIE Posters (200 copies) \$1,024.00

OIE Banners (3 banners) \$480.00

TOTAL \$2,678.00

OIE FREIGHT AND POSTAL EXPENSES FOR FY 2007-2008.

ITEM NAME AMOUNT

FedEx \$960.00

U.S. Postal Service \$147.60

TOTAL \$1,107.60

Note:

Avg. of 5 FedEx per months @ 16 dollar per parcel.

Avg. of 30 mail per months @ 41 cents per parcel.

OIE OTHER COST FOR FY 2007-2008.

ITEM NAME/CATEGORY SUB CATEGORY SUB TOTAL TOTAL

International Education Administrative & Academic Report \$675.00

1st Lunch box for 15 people \$225.00

2nd Lunch box for 15 people \$225.00

3rd Lunch box for 15 people \$225.00

Study Abroad Programs and Exchange Program Report \$2,400.00

3 Full Page Mercury Ad. \$2,400.00

Hosting International Colleagues and Representatives \$4,550.00

10 Hosting \$3,500.00

30% increase on hosting \$1,050.00

Study Abroad Fair and Passport Fest Fall Semester \$3,300.00

Food and Internal Deco \$850.00

External Deco (balloon, etc.) \$250.00

Drawing gifts (Xbox etc.) \$350.00

Mercury Ad. \$800.00

Other related expenses \$500.00

20% increase adjustment \$550.00

Total \$3,300.00

Study Abroad Fair and Passport Fest Spring Semester \$3,300.00

Food and Internal Deco \$850.00

External Deco (balloon, etc.) \$250.00

Drawing gifts (Xbox etc.) \$350.00

Mercury Ad. \$800.00

Other related expenses \$500.00

20% increase adjustment \$550.00

Total \$3,300.00

OIE Advisory Board \$300.00

Lunch box for 20 people \$300.00

TOTAL \$14,525.00

Note:

Lunch boxes @ 15 dollars per person

Mercury Full Page Ad. @ 800 per Ad.

Hosting International Representatives @ 350 dollars per visit in avg.

OIE INDIRECT COST FOR FY 2007-2008.

ITEM DESCRIPTION SUB-TOTAL TOTAL

10% of Aggregated Total \$22,980.30 \$22,980.30

One-Time Cost \$1,800.00

1 Laptop Computer \$1,300.00

1 Digital Camera \$500.00

TOTAL \$24,780.30