Center for International Education Meeting
Assessment Meeting
September 10, 2013

Present: Debbie Danna, Alisa Townes, Kristy Magner
Minutes: Susan Dempsey

1) Debbie reviewed the Annual Report, goals of the last year and results of Assessments from Annual Report.

2) RA Training –
   a) As per Kristy: Question to RA’s – what has been your previous experience, both good and bad, with International Students?
   b) Current format includes 5 R’s and the non-dominant hand.
      i) Be sure to include the U Curve and a brief Culture talk.
      ii) Speak briefly on who the International students are

3) International Student Orientation
   a) Kristy will be meeting with Heather in Co-curricular to address concerns about International Orientation scheduling.
      i) F-1 Orientation should be a day and a half; one day is not long enough.
      ii) End at 3pm due to student overload.
      iii) Electronic session needs to be longer; it was 30 minutes but should be 45 minutes.
      iv) J-1 went smoothly
      v) Keep new format on scavenger hunt
      vi) Larry Lorenz should speak with F-1 student’s only, not to J-1’s.
      vii) For J-1s, we need someone who speaks to the academic differences – perhaps a Study Abroad student? The challenge is the Loyola students may not be here at this time of year.
   b) Goal for upcoming year: Do video clips of returning Study Abroad students as well as Exchange students. Peer Advisors can do the interviewing. This is specifically for Academic differences.
   c) Changes based on Student Expectations and disappointments
      i) Airport pickups have been removed from letters and the web and will be removed from the new Student Brochure.
         (1) Due to very limited access to vans as well as all the time it requires to coordinate.
         (2) Delayed flights are a problem for students doing the pick ups.
         (3) It is easy to get to Loyola University New Orleans form the airport.
      ii) We need to create an email called "What to expect when you arrive"; this will speak to several issues that include bed linens and food (most dining locations are not opened when International students arrive on campus).
      iii) Meet with either Roberta Kaskel or Student Affairs or Res Life (or all) for brainstorming on International Student Welcoming Committee. Perhaps a Brown Bag should be placed in the students room - fruit, granola bars, nuts, things that would keep.
      iv) Room assignments should be with American students when possible – not other International students.
   d) Retreat
      i) The days and time were good. Friday afternoon and Saturday beginning at 9:00 am and ending at 1:00 pm.
(1) Maybe on the first day previous to dinner, both groups, ISA and Peer Advisors, should come together. There should be a social activity on Friday night and previous to dinner, a casual report on what each group is working on and wanting to do for the year.

ii) For InBus specifically
   (1) Use a different ice breaker
   (2) Use a different location; perhaps Miller Hall.
   (3) not holding the event in a classroom setting because it feels like a lecture (either in Mercy 301 or in a room in the Danna Center)
   (4) peer to peer training - having inBUS advisory board members or inBUS buddies do part of the training since they have experience to offer and will be more engaging for students
   (5) This does not include changes from the evaluations.

   e) Reception
      i) The event was well attended. Marketing as follows:

      **Kristy**
      Facebook
      - CIE
      - ISA
      - Study Abroad
      - inBUS

      Listserves
      - intlstu
      - isinfo
      - isa
      - inbus
      - student@loyno
      - staff@loyno
      - faculty@loyno

      Direct Emails
      - all faculty/staff at Loyola (get list from HR)
      - make sure new faculty are added (get list of new faculty from Liv Newman)

      LIEP
      - send to LIEP teachers and ask them to promote in their classes

      Flyers
      - mail flyers to select group of faculty/staff chosen by Debbie
      - post flyers around campus
      - give flyers to RAs during res life training and ask them to promote to students
      - give to all new students at orientation

      OrgSync
      - create university-wide event in orgsync so that everyone on orgsync is invited

      Co-Curricular
      - ask them to promote in beginning of year activities
Word of Mouth
- tell every student who comes in to the office about the reception and hand out flyers

Alisa
I emailed the returnees

Facebook
Study Abroad
Personal
Within the Spring 2013 Group (returnees)
Sent the event invitation to all friends