Fall 2010 CIE Retreat

SCHEDULE AND NOTES

Friday, September 3rd

I. Introductions & Icebreaker

II. Discovering Team Strengths (Donna Stringer) - in separate groups
   Objectives:
   1. To use personal stories to help team members learn about personalities and skills of other team members
   2. To facilitate the formation of a positive foundation for team member relationships
   3. To identify “best practices” within the team.

Skills Peer Advisors / inBUS Coordinator Identified: People skills, effective communication skills, working with people with diverse backgrounds and personalities, caring, patience, humor, problem-solving skills, initiative, maturity, ability to manage stress, adaptive, flexible, humble, open to change, mentorship skills, enthusiasm, passion, relating well to others, fellowship, community building, navigating cultural interfaces, dedication, attention to detail, foreign language skills.

How these relate to Peer Advisor / inBUS Coordinator Position: Advising (“Getting Started Info Sessions”); working with students to find programs that work well for them (goals assessment); working as a team; communicating effectively with students, CIE staff, visitors to campus, non-native English speakers, etc; navigating university websites in other languages; Peer Advisors that are mature, take initiative and are resourceful will be successful in the fast-paced CIE work environment; all are key skills necessary to serve as a study abroad ambassador and mentor.

Skills ISA Identified: Creative, networked, detail-oriented, works well with limited budget, empathetic, confident, flexible, persevering, smart, took initiative, good at discerning, diligent, firm believer, positive, flexible, organized, communicates effectively, break stereotypes, determined, strong willed, responsible, quick on feet, organized, rise above the fears, committed, patient, thinking outside the box, charismatic, leader, hardworking.

How these relate to ISA E-Board: the e-board has many of the skills that are necessary for their individual roles as well as for the larger goals of ISA as a whole. Some skills that need improvement are: event planning, membership retention (what are the skills?), cross-training between roles.

III. Goals & Mission Statement – in separate groups

Study Abroad and inBUS:
- Strategic Plan for Internationalization and Goals
  
  Debbie and Mariette discussed Strategic Plan for Internationalization, goals for 2010-11 and how Peer Advisors fit in

- Overview of Peer Advisor and inBUS Responsibilities
  
  Detailed breakdown of Peer Advisor and inBUS Coordinator tasks and responsibilities

- Division of Responsibilities:
  
  All: Tables, info sessions, adding students’ names from info lists and following up, special events

  Brian: inBUS

  Briana: Study abroad files, resource library, study abroad interviews and interview materials, assistance with hosting visitors to campus

  Michael: promotion of upcoming events, posters, Danna Center TV ads, “Myths” campaign, “Spotlight” updates, Facebook
ISA:
- Discussed and revised the description of ISA
- Discussed and revised responsibilities for each of the e-board members
- Set e-board meeting time/location & who will work at student org expo
- Student/Advisor questionnaire

Advisor Expectations
- **Essential** = explain university policy (1.4), be accessible with regular office hours (1.8), attend all ISA events (1.8), require officers to clear expenditures before commitments are made (1.4), aid transition from old to new officers (1.8), veto decisions that violate stated objectives or university policy
- **Helpful** = attend all meetings (2.2), depend on officers to carry out responsibilities (2.2), be active in goal formulation (2.2), attend all events, get copy of correspondence (2.4), mediate interpersonal conflicts (2), let group “learn the hard way” (2.4),
- **Nice** = help create teamwork (3), evaluate group performance (2.6), cancel inadequately planned activities (2.6) – they asked for a warning first
- **Prefer Not** = Let group thrive or decline on its own merit: do not interfere (3.6)

3 problems/1 goal Activity: Members took a few minutes to jot down 3 problems/concerns and 1 goal they thought ISA needed to address (phrased constructively, of course) this semester.

**Issues**
- Membership retention
- Event attendance
- Organization—publicity of ISA
- Getting international students involved in Louisiana
- Lack of smaller activities
- Lack of publicity
- Too little promotion
- Event planning: show students that we are open, hardworking. Try to get new members
- Some trips are expensive
- Minimal knowledge of other cultures at Loyola
- Lack of cultural understanding
- Low membership
- Only 2 main events
- Small budget

**Goals**
- Host more smaller and cheaper events that appeal to students
- Break stereotypes—mix well
- Make ISA bigger, better; increase membership attendance, increase knowledge of ISA
- Throw a big event apart from the Country Fair and the International Scholarship Banquet
- Exposing students at Loyola to other cultures by getting international students fully involved
- Better fundraising
- More promotion
- Event planning
- Active recruitment
- T-shirts

IV. Dinner

V. Activity: Rock N Bowl
Saturday, September 4th

I. Breakfast

II. Divide into groups for planning and training

*Study Abroad Peer Advisors and inBUS*
- Review of Peer Advisor Responsibilities
- Schedules
  - Weekly schedule for each student
  - Table dates and “Getting Started” information session dates
- Training
  - Emailing Students: peer advisor email account, when to use Studio Abroad, who to CC and when, etc.
  - Files: physical files and Studio Abroad files
  - Resource Library
  - Studio Abroad basics
  - Marketing:
    - Tables
    - Campus visits
    - Postering
    - Web promotion
    - Facebook
    - Spotlight stories
  - “Getting Started” sessions and program information
  - inBUS
  - Calendar of events for the year

*ISA*
- Reviewed goals from the day before & continued to develop
  - Make goals visible during meetings
  - Mid-semester re-assessment of progress toward goals
- Membership/Motivation Activity
- Activities
- Fundraising/SGA funds
- Publicity

**Membership/Motivation Activity**: exercise to help the e-board figure out how to increase membership retention/motivation.

*Who motivates you* (e-board members were asked to think of someone who motivates them and to name qualities of that person and why they motivate them).
  - loved/value
  - challenge you
  - inspire you
  - make me feel proud/driven (praise)
  - effort/sacrifice (selfless)
  - supportive
  - make things fun
  - feeling you belong (inclusive)
  - checking on new members
  - make them feel like they have something to lose by leaving

*Why have you left organizations you were in or why do you think people leave?*
  - no motivation
  - insecurity
  - not being open to new people
  - lack of activities
- not on their minds
- if annoying
- not enough people for activities

**How to increase ISA membership/retention?**
- Act the way the people who motivate us act (valued, friendly, etc.)
- Friendly emails
- Invitations (under doors) to events/meetings
- Wear t-shirts on days of meetings
  - Maria will ask about it
- Active recruitment
  - Promote during window with flyers
  - Be friendly
- Mention ISA at the buddy pairing party
- Focus Group – talk to former and current members about retention
- Bring people who were in ISA/who aren’t in ISA yet
  - Working with other groups
- Sign-ups at events
- Buddies
  - Talk to buddies and people in groups
- Smaller activities, make it more personal
- Paying for membership and getting something in return
- Facebook (pictures)

**Activities (ideas)**
- Movies (international)
  - Prytania
  - Show at Loyola
- Fundraising
  - Selling international crafts
  - Candygrams
- Culture/Country talks
  - In collaboration with CIE
- Christmas Caroling in different languages
- Dance
- Karaoke
- Country Fair—henna, calligraphy
- Banquet
- Cooking class
- End of semester party
- CIE, inBUS: Christmas Party, Mardi Gras/Superbowl party
- Speakers (international development)
  - Sheryl WuDunn
- Asia Festival
- International Dinners
  - Fun facts

**Activities (scheduled events)**

- **September**
  - 14th- Tuesday- 1st ISA meeting
  - 15th- Wednesday- Dinner at Lebanon Cafe.
  - 23rd- Thursday- Sheryl WuDunn Event

- **October**
  - 6th Wednesday- "Movies that make you go hmmm"
  - 22nd- Friday- "ISA COUNTRY FAIR"
  - 26th- Tuesday "Japanese Horror Movie"
27th- Wednesday "Take back the night"

-November-
3rd- Wednesday "Kareoke night" at Litte Tokyo
8th-12th (Mon-Fri) International Week
International Dance Party

-December-
6th- Monday "Candy Grams"
10th- Friday- End of the Year party

Fundraising
- buying snacks in bulk (to save $)
- candygrams
- craft sale

Publicity/Promotion (in addition to publicity checklist)
- Including student promoters or ambassadors of ISA.
- To be sure to spell out ISA in all of our events.
- New T-Shirts/ New Logo/ New catch phrase
  - (Include quote on the back of our t-shirts)
- Using Colorful Banners to advertise.
- Using more exciting terms, names and descriptions for our events.
- Having Snack Food at all of our events
- Having a donation box at all of our events.
  - More fundraising opportunities

III. Lunch

IV. Intercultural Conflict Styles and Discussion

V. Brainstorming of common goals and co-programming ideas between ISA, inBUS and CIE (report of what was discussed in small groups)

  - Calendar
  - Meetings
  - Campus events
  - CIE events
  - Co-programming
  - List of international exchange students
    - Peer advisors
  - Collaborate ISA and inBUS
    - Social events, LIEP
    - Add studyabr@loyno.edu to ISA eboard listserv
      - Philippa to keep up on inBUS events
  - Cross-promote events (share calendars)
  - Peer advisors to promote ISA and inBUS events at table
  - Possible country/regional info sessions (peer advisors + ISA + inBUS)
  - Feb. 10 Study Abroad Fair
  - Peer advisors to encourage Country fair participation and Int’l Scholarship banquet
1. Did you think this meeting was necessary? Why or why not?
   All answered “yes.”
   - “To get to know the people we will be working with over the next year.”
   - “Because if we didn’t do this we wouldn’t know each e-board member’s strengths and skills and how to utilize them to make a better ISA.”
   - “To get organized and caught up.”
   - “Because we set dates for the entire first semester, got to know each other better and set goals.”
   - “It allowed the e-board to be organized for the start of the year.”

2. Did the meeting address the important issues and concerns facing ISA? Please explain.
   All answered “yes.”
   - “We set goals and came up with events and activities to reach those goals.”
   - “Issues such as membership retention and breaking stereotypes were clearly explained. Eventually we came up goals to overcome these issues.”
   - “Goals, problems and events.”
   - “One main issue that concerns ISA is the publicity. We need more people to come to meetings/events.”

3. Do you think this meeting (and meetings like this one) will strengthen the relationships between e-board members? Why or why not?
   All answered “yes.”
   - “Because they are dynamic and force you to interact with other members which may start relationships.”
   - “Yes, provided that all of us show up. Because it is essential for all of us to work together and be on the same page.”
   - “Creates a connection.”
   - “We got to know each other better.”
   - “It is highly beneficial to have these meetings if e-board members are having a hard time getting to know each other.”

4. What did you like most about this meeting?
   - “Bowling.”
   - “Discussion of important issues, bonding, getting to know how things work in the ISA.”
   - “Meeting new people, having great discussions.”
   - “Setting the goals and schedule.”
   - “Icebreaker.”

5. What did you like least about this meeting?
   - “The huge time commitment.”
   - “Nothing!” 😊
   - “The evaluation.”
   - “It was long.”

6. What additional activities or topics do you think should have been covered at this meeting?
   - “Can’t think of any.”
   - “None that I can think of.”
   - “None.”
   - “None all were covered.”

7. Do you feel anything should have been deleted from the agenda?
8. Do you think this meeting will have a lasting impact on the way the ISA e-board functions the rest of the school year? Why or why not?
   All said “yes” except one.
   - “Since from this meeting a plan was created which we will do our best to adhere to.”
   - “It was important for us to discover our skills through other people and utilize them.”
   - “Not sure. Depends on if we will be as productive as we say we will be.”
   - “Definitely. Everyone will know each other better and know their responsibilities.”
   - “Because we have the basic guideline/schedule ready for the whole year. We have some goals to pursue.”

9. Will this meeting change the way you interact with other e-board members or the way you participate? Why or why not?
   All said “yes.”
   - “I'll be more confident to speak with other members.”
   - “It's less awkward now.”
   - “I have a closer relationship with them.”
   - “Since I know the e-board better, I am more comfortable and excited about the coming year.”
   - “Because the retreat allowed me to get closer with the rest of the e-board I feel more comfortable in discussing ideas and expressing opinions with the group.”

10. Please write any additional comments you have regarding this meeting.
    None.

**STUDY ABROAD / INBUS**

3/3 Evaluations Received

1. Did you think this meeting was necessary? Why or why not?
   All three answered “yes.”
   - “Beneficial and addressed many important issues which would have been too time-consuming during office hours.”
   - “Effective to come together and focus our energy on how we run the office.”
   - “I needed the training, especially on the computer program.”

2. Did the meeting address the important issues and concerns facing ISA/inBUS/Study Abroad? Please explain.
   All three answered “yes.”
   - “Clarified our individual and shared roles.”
   - “I have a better understanding of these organizations.”

3. Do you think this meeting (and meetings like this one) will strengthen the relationships between members of ISA e-board/inBUS/Study Abroad? Why or why not?
   All three answered “yes.”
   - “It is nice now to know a bit more about everyone who shares the same workspace and to feel comfortable in collaborating.”

4. What did you like most about this meeting?
   - “Interacting with other CIE team members”
   - “The evaluations of characteristics after story-sharing”
   - “The general ice breaking activities (they will really come in handing when communicating with team members)”
5. What did you like least about this meeting?
*All three said they did not like the meeting days and times*

6. What additional activities or topics do you think should have been covered at this meeting?
*None.*

7. Do you feel anything should have been deleted from the agenda?
- *One Peer Advisor said he simply wanted the retreat to be shorter*

8. Do you think this meeting will have a lasting impact on the way the ISA e-board/inBUS/Study Abroad functions the rest of the school year? Why or why not?
- *All three said “yes.”*
- “As long as we make it a point to keep shared goals in mind through the semester and maintain focus.”
- “Yes; we now know how important cross-cultural experiences are to all of us.”
- “Yes; we all know each other now.”

9. Will this meeting change the way you interact with other group members or staff or the way you participate? Why or why not?
- *All three said “yes;” said they’ll be much more comfortable working with everyone now.*

10. Please write any additional comments you have regarding this meeting.
*None.*

**RECOMMENDATIONS**
(if not mentioned then can remain the same)

**Preparation**
- Prep treasurer to come to meeting with info about budget allocation process and deadlines.
- Get calendar from Co-Curricular before meeting - this was helpful!
- Schedule first ISA meeting in the spring so that there are no conflicts with inBUS, study abroad and LIEP events.

**Timing**
We did not have enough time to cover everything in the 3 hours on Saturday.
- Start dinner later on Friday so that we can cover more that night.

**Programs**
- Plan out the last section on co-programming with inbus and study abroad better.

**Bonding activity**
Bonding activity (bowling) was expensive and not really much of a bonding activity.
- Have dinner (bbq) and hang out time at Mariette or Kristy’s house rather than a planned activity.
- If we run out of things to talk about, play games or do other informal activities at the house.

**Food**
IF we order at Lebanon’s rather than having the bbq.
- We ordered enough Lebanon’s for 2 people per dinner and 3 orders of falafel (11 people present) and we ate everything.
- Order more falafel next time.