

## **Appendix: IEC Minutes 5/21-9/23**

### **International Education Meeting with VP Terri Law 05/03/2021 Minutes**

Time: 11:00AM

In attendance were:

- 1) Kim, Yongseek
- 2) Ortega, Dolores
- 3) Tafoya, Eddie (Proctor for Donna Woodford-Gormley)
- 4) Nkwenti, Emmanuel
- 5) Law, Terri

The meeting had been requested by the IEC to discuss filling a position at the International Education Office given the fact that as of now, Ms. Tina Clayton is the only employee in that office and is overwhelmed with the duties of that office. She desperately needs assistance

VP Law explained that she understands the problem but stated that the number of students presently being served by that office is comparable to the Native American Students Office. The number of International students is comparatively small and if a full-time position is devoted to that office, what will happen if the number of students continue to go down? Will that employee be laid off? VP Law said that it would be an undesirable option. Instead, she would like to reassign one of the Student Success Coaches to assist Ms. Clayton. She also understands that the work load in International Education Center cannot be compared with the one in Native American Students Office.

Dr. Nkwenti explained to VP Law how over the past several years that office had lost several workers and because of necessity, work-study students have had to assist Ms. Clayton. This was an untenable situation as there are many confidentiality issues involved and could jeopardize the Institution if students were allowed to be involved in other students' confidential files.

VP Law then agreed that given such a situation, work study students must not be allowed to do such work because of potential problems to the institution. Still, she thinks that because of scarce resources, another dedicated full-time worker would not be needed at this time. Maybe in the future if the number of International students were to improve. She further agreed to assign one of the five Student Success Coaches to work as a DSO in the Fall. That worker will have dual responsibilities. They will report to VP Law and admissions where they will still continue to work part time and also report to Ms. Tina Clayton.

The committee noted that such an arrangement might be more conducive and clarify the relationship and chain of command between Ms. Clayton and VP Law who is Ms. Clayton's supervisor. Presently, Ms. Clayton is the Institutions Principal Designated School Official (PDSO) while VP Law is the Designated School Official (DSO) answerable to Ms. Clayton! The Student Success Coach assigned to the International Students Office will become the new DSO, replacing VP Law.

VP Law and the IEC also agreed to work together to find a way to increase recruitment of international students.

The above is a summary of the meeting with VP Law. The meeting ended at around 11:40 AM as the VP had another meeting to attend.

### **International Education Meeting 8/29/2022 Minutes**

Meeting called to order at 11:00AM

In attendance were:

- 1) Yongseek Kim, Chair
- 2) Donna Woodford-Gormley
- 3) Seonsook Park
- 4) Dolores Ortega
- 5) Tina Clayton
- 6) Emmanuel Nkwenti

Agenda reviewed by Chair. Motion by Donna to adopt, seconded by Seonsook. Motion carried.

The minutes of 04-18-22 were reviewed. There was a slight revision and Seonsook made a motion to adopt, seconded by Donna and the motion was adopted.

The next scheduled meetings will be on October 3<sup>rd</sup> and November 7<sup>th</sup>.

### **OLD BUSINESS**

Normally, the committee would go to the Director's report but because she was running a little late, the committee proceeded to Old Business.

- The Meet & Greet event with international students moved to September 28<sup>th</sup> from September 16<sup>th</sup>. It will be from 11:00AM -1:00PM in Room 321 or 322 in the Student Union building.
- There was a proposal for the Chair and Emmanuel to draft a request for funds from either the Provost or Dean of Students as the International Students office has no funds for such an event.
- The Committee still needs a member at Large
- Tuition for International Students – Tina (having come) made a suggestion that the Committee ask the administration for a moratorium on rate increases for international students for at least 2 years.

### **Tina's Report:**

-Tina mentioned that she was late because of the workload in her office without any assistance.

- The number of international students has increased with about 25 students. A full report will not be available until for another week or 2. Some International students presently have Visas to come but because of no flights out of their countries, can only come next Spring.

- International students' orientation will be on September 8<sup>th</sup> from 3:00-6:00PM

- Covid 19 requirements for international students extended for the 2022-2023 Academic year. This means all international students must enroll in at least 3 Credit hours Face-to Face and the rest on-line. Graduate students can have at least 1 credit hour including Thesis.

Tina's Office submitted packages for J1 Visa's to the Department of State for approval

- Relations Insurance has been reapproved for Health Insurance beginning last summer. The cost for international student's health Insurance went up.

-There was a question asked as to whether Ms. Caroline Montoya is still working as a Designated School Official. Tina answered in the affirmative but stated that she is rarely in the international student's office. Tina has no say decision as how she works. Tina is hoping to ask and get a FTE for this office.

### **New Business**

-Meeting Schedule – October 3<sup>rd</sup> and November 7<sup>th</sup>.

- Election of Chair & Secretary. Donna nominated Yong and Emmanuel as Chair and Secretary again. There was no opposition, and the pair was unanimously reelected.

- Dolores voiced support for Tina given the amount of work that she is doing. This was echoed by the committee as well. Tina indicated that she was waiting for the reporting deadline so that she could formally request for one FTE.

At 11:56 AM, a motion was made to adjourn by Donna. It was seconded by Seonsook. The motion carried and the meeting adjourned.

### **International Education Committee**

**To: The Dean of Students, Dr. Kim Blair**

**Re: Request for funds (\$650.00), for a "Meet & Greet" Event benefiting International Students on September 28<sup>th</sup>**

Dear Dean Blair:

The International Education Committee has scheduled a Meet & Greet Event benefiting international students on September 28<sup>th</sup> from 11:00AM until 1:00PM in the Student Union Building, Room 322.

We anticipate that there will be about 80 students participating and since the IEC itself has no budget, the funds requested from your office, are intended for refreshments for this event. The Committee contacted JC's New York Pizza here in Las Vegas, who submitted a quote for the refreshments that has been attached here for your review. The quote from the provider is \$556. The additional \$94 is for incidentals.

Thank you in advance for your assistance in helping us welcome our International Students.

Sincerely,

Yonkseek Kim  
Chair, IEC.

### **International Education Meeting 10/03/2022 Minutes**

Meeting called to order at 11:00AM

In attendance were:

- 7) Yongseek Kim, Chair
- 8) Donna Woodford-Gormley
- 9) Seonsook Park
- 10) Emmanuel Nkwenti

Dolores Ortega cannot attend because of a conflict with another meeting.  
Tina Clayton is ill and could not attend as well.

There are 2 new members joining the committee

- 1) Sandra Gardner – cannot attend today because of a bereavement
- 2) Jacob Avery – is presently in class.

Today's Agenda was reviewed by the Chair. A motion was made by Seonsook to adopt, seconded by Donna. The motion was adopted.

The minutes of the previous meeting were reviewed by members. Seonsook moved for approval. Donna seconded the motion which carried unanimously.

#### **Directors Report.**

Non today as Tina is ill.

#### **Old Business**

- As previously mentioned, there are two new members – Drs. Gardner and Avery will be the two new members joining the committee. Unavoidably, they could not be here today.

- Rescheduling of Meet & Greet of International Students. Funds are now available from the Student's Senate (\$650) for the event. Tina attended the Student Senate last Wednesday as a member of our committee to solicit the appropriated funds.
- The Meet and Greet event is tentatively scheduled for 10/06 from 11:00AM until 1:00PM. Hopefully, Dolores and Tina will be agreeable with this time.

### **New Business**

- There was a general discussion about the need for a new FTE for the International Student's Office and to that end, it was agreed that Terry Law should be invited to the next IEC meeting
- Tina is scheduled to provide new data on International Students at the next meeting on 11/07/22
- The Committee also brought up the idea of discussing the pending retirement of Tina at the next meeting with Terry Law if she were to attend the meeting.
- Drs. Avery and Gardner will be contacted regarding the scheduling of the next meeting

At 11:31AM, a motion was made to adjourn by Seonsook. It was seconded by Donna. The motion was adopted and the meeting adjourned.

### **International Education Meeting 11/07/2022 Minutes**

Meeting called to order at 10:00AM

#### **I. Call to order:**

- 11) Yongseek Kim, Chair
- 12) Donna Woodford-Gormley
- 13) Seonsook Park
- 14) Tina Clayton
- 15) Jacob Avery
- 16) Emmanuel Nkwenti

Absent:

- 1) Dolores Ortega
- 2) Sandra Gardner

#### **II Approval of Agenda**

Seonsook made the motion to approve and it was seconded by Jacob. The motion carried.

### **III Approval of 10/03/2022 Minutes**

Seonsook made a motion to approve with revision and Donna seconded. The motion carried.

### **IV International Education Center Director's Report**

- Insufficient time to fulfill approvals for the forthcoming semester.
- Updating I-20
- Contacting insurance companies regarding student insurance
- OPT: 8 students completed the program
- Did not complete the program or return: 12 students
- Successful Meet and Greet held on 10/26/2022 Las Vegas, NM. More than 20 students attended
- Next time: suggestion that the International Student Club lead the next Meet and Greet.
- All student funding comes from the Student Senate ..
- International students' data:  
Spring 22: 60 enrolled  
Fall 22: 84 enrolled (24 students increased)

### **V Old Business**

The committee discussed the need for an FTE to assist Tina. Since Benito is now Tina's new supervisor, the Committee will try to bring this up with him to see if he will be more amenable to this than Terry Law.

Tina indicated that Admin. says that it needs to see increases in international students' enrollments for several years before it will approve of the FTE.

Carolyn Montoya, the new DSO, does not come in on a regular basis. She comes in sometimes when needed but mostly issues I20's from SharePoint and her other office.

The committee suggested that Benito be informed of the need of at least a ½ FTE. A motion was made by Seonsook, seconded by Emmanuel that the committee informs Benito. The motion carried.

### **VI New Business?**

There will be no more meetings this Fall until the Spring. The Chair will work on the Spring meeting times and let the committee know.

At 11:06AM, a motion was made to adjourn by Seonsook. It was seconded by Emmanuel. The motion was adopted and the meeting adjourned.

**International Education Meeting  
02/27/2023 Minutes**

Meeting called to order at 10:00AM

**II. Call to order:**

- 17) Yongseek Kim, Chair
- 18) Donna Woodford-Gormley
- 19) Seonsook Park
- 20) Jacob Avery
- 21) Emmanuel Nkwenti

Absent:

- 3) Dolores Ortega
- 4) Tina Clayton

**II Approval of Agenda**

Seonsook made the motion to approve agenda, seconded by Jacob. The motion carried.

**III Approval of 11/07/2022 Minutes**

The minutes for 11/07/22 were reviewed. Seonsook made a motion to approve the minutes. It was seconded by Jacob. The motion passed without any objections.

**IV International Education Center Director's Report**

The Director- Tina, was not present. Therefore, the committee did not receive her report.

**V Old Business**

- Due to restructuring, Benito Pacheco is now Director of Strategic Enrollment and Student Success Coaches. He is also now Tina's Supervisor. This means that any new position for the IE Center will have to be approved by Benito. As such, the committee seeks to invite Benito to attend one of the IEC's meetings, if possible.

**VI New Business**

- Donna brought up for discussion an idea being discussed by the Graduate Council and the Faculty Senate – that for International Admissions, deferrals should be for 1 year. This is because of visa problems encountered by international students at embassies. Deferrals would be of

great help to these students. Tina might be able to shed more light on this when she is available.

- Seonsook had a question/statement about the evaluation of transcripts. As of now, Tina does most evaluations, but the PED requires WES evaluation for Special programs offered by the Department of Education.

## **VII Regular Meeting Schedule**

- The Committee agreed on March 27<sup>th</sup> and April 24<sup>th</sup> at 10:00-11:00AM

At 10:48AM, Donna made a motion to adjourn, seconded by Jacob. The motion being unanimously adopted, the committee adjourned at 10:49AM.

### **International Education Meeting 03/27/2023 Minutes**

Meeting called to order at 10:05AM

#### **III. Call to order:**

- 22) Yongseek Kim, Chair
- 23) Donna Woodford-Gormley
- 24) Seonsook Park
- 25) Jacob Avery
- 26) Tina Clayton
- 27) Emmanuel Nkwenti

Absent:

- 5) Dolores Ortega is at the Dean of Social Work School Search

#### **II Approval of Agenda**

The agenda was reviewed and Seonsook made the motion for approval. It was seconded by Donna. The motion carried.

#### **III Approval of 02/27/2023 Minutes**

The minutes for 2/27/23 were reviewed. Edits were made to permanently remove Sandra from Meeting members as she will no longer be attending Committee meetings. Also, the issue about the Deferral Policy on International students' admission was clarified by Tina. The catalogue says it should be one academic year. The motion was now made to adopt the amended minutes by Donna and was seconded by Jacob. The minutes were then passed without any more corrections or objections.

#### **IV International Education Center Director's Report (Tina)**

- As of the last count, there were 91 International Students. Some may be categorized differently like J1's rather than just F1's. Most of the J1's are in the School of Education and may not just be Highland's students.
- There are 371 applications in the queue waiting to be processed. Because of this volume and without much help, Benito wants to move these to Admissions to be processed. The problem though is that Admission will miss important requirements that are specific only to international students.
- Benito wants to charge \$140 dollars to process graduate applications for international students. Essentially, this fee will be sent to WES that has agreed to have a 7 day turnaround for processing international students' transcripts. UG students will not be charged this fee.
- Tina will then assess the WES Evaluations for additional criteria before sending them to Departments. Tina says she will accept this new process but warns that the number of applicants will reduce significantly. Part of the reason for her acquiescence to this is that it solves the J1 student requirement by the State and the Education Department that all J1's have a WES evaluation.
- There was a question as to whether Ms. Caroline Montoya still works for TINA as a DSO. Tina answered in the affirmative but stated that her other roles elsewhere limit effective assistance in the international students office.
- Tina has been given 180 days to complete paperwork for I17 Recertification. J1's are every 2 years and F1's are every 3 years.
- There was a question to clarify the requirements of Face to Face classes for international students. Tina stated that the policy has gone back to the pre-pandemic era. 6 FTE and 9 FTE for Graduate and UG Students. The Provost has been informed of the changes and they are to be taken into consideration as next Falls classes are scheduled. Students not meeting these requirements must be sent back home.

## **V Old Business**

- As of now, another Full-time employee to assist Tina is not being discussed because they say that Tina presently only has 91 students on Campus but that does not take into consideration the processing of J1 & F1 Visas or the processing of numerous applications and other permits.
- The Deferral Policy, as previously discussed, will also be 1 year for Graduate Students. The Policy had been 1 year UG students. This new Policy will now be taken to the Board of Regents for approval.
- The next meeting will be on April 24<sup>th</sup> at 10:00AM

## **VI New Business**

- None was discussed.

At 11:13AM, Jacob made a motion to adjourn, seconded by Emmanuel. The motion being unanimously adopted, the committee adjourned at 11:14AM.

**International Education Meeting**  
**04/24/2023 Minutes**

**IV. Meeting Call to order at 10:02 AM**

**V. Roll Call**

- 28) Yongseek Kim, Chair
- 29) Donna Woodford-Gormley
- 30) Seonsook Park
- 31) Jacob Avery
- 32) Dolores Ortega
- 33) Tina Clayton
- 34) Emmanuel Nkwenti

**III Approval of Agenda**

The agenda was reviewed and Seonsook made a motion for approval. It was seconded by Dolores. The motion was approved by all.

**IV Approval of 03/27/2023 Minutes**

The minutes for 03/27/23 were reviewed. Some minor edits regarding NMPED were made. Jacob moved to adopt the minutes seconded by Dolores. The Minutes were unanimously adopted.

**V International Education Center Director's Report (Tina)**

- Tina noted that she already received more than 1000 applications. Sometimes, she receives more than 60 applications a day. She has more than 319 applications in the queue presently.
- There are 2284 students with materials (including US Students) pending.
- There are 920 applications for this coming Fall already processed with 319 in the queue.
- Benito has suggested a fee of \$140 for International Graduate students so that their transcripts be evaluated by WES.
- Regarding why Tina is not being granted another FTE, Tina said that Benito has promised that, depending on the numbers next Fall, one FTE may be assigned to the Internal Office after Census.
- There were some concerns raised as to Benito taking over some aspects Tina's office, but Tina said that errors might be reduced if she were to go over to admissions to train them on how to deal with International admissions
- Tina is hoping to meet with the President and show him the numbers in the hope that he might offer some assistance.

**VI Old Business**

- The WES evaluation policy for Graduate Students is still to be implemented.

- There may be some kinks still to be worked out, e.g., International students from U.S Institutions do not need to have their transcripts sent to WES for evaluation. Hence, they do not need to pay the \$140 fee.
- Seonsook gave an explanation regarding The NM Licensing requirements for Graduate International students.
- Dolores will no longer take her Sabbatical in the Fall. It has been postponed for about 1 year.

## **VII New Business**

- Schedule for Next Fall
- First Meeting will be on Thursday September 7<sup>th</sup> from 1-2:00PM

At 11:04AM, Dolores made a motion to adjourn, seconded by Donna. The motion being unanimously adopted, the committee adjourned at 11:05AM.

### **International Education Meeting 09/07/2023 Minutes**

#### **VI. Meeting Called to order at 1:02 PM**

#### **VII. Roll Call**

- 35) Yongseek Kim, Chair
- 36) Donna Woodford-Gormley
- 37) Seonsook Park
- 38) Jacob Avery
- 39) Dolores Ortega
- 40) Tina Clayton
- 41) Emmanuel Nkwenti

#### **III Approval of Agenda**

The agenda was reviewed, amended and a motion was made to approve. The motion carried.

#### **IV Approval of 04/24/2023 Minutes**

The minutes for 04/24/23 were reviewed. No corrections were noted. Donna made a motion to approve, seconded by Seonsook. The minutes were unanimously adopted.

#### **V International Education Center Director's Report (Tina)**

- Tina indicated that she is within the 30-day window of status reporting, and she will be more definitive after the period is over.
- For now, we have 29 new students. There are approximately 90-95 graduate and undergraduate students according to Benito. She is still sorting out the status of F1's and J1's. There are 10 OPT's.

- Tina was asked about Fall to Fall enrollment of international students.  
Answer: 84 last year and 95 this year. For Spring enrollment, answer: Spring 2022 – 60 students and Spring 2023 – 85 students.
- Our SEVIS Certification has been approved through 2026, It is usually done, every two 2 years. This is for both F1's and J1's students.
- Tina is continuing the process of verification of international students to provide them with Medical Insurance.
- Any graduate student who is not a GA is being considered for In-State tuition (down from the international rate). This is a process that has been in place now for 2 years.
- Seonsook asked about the problem regarding ¼ GAs. It appears that HR does not want them to work more than 20 hours which according to Tina, is not correct. Also, according to Seonsook, Cathryn Brooks of the Graduate Office seems to think that ¼ GAs do not qualify for Instate tuition. Emmanuel pointed out that for many years now, the School of Business has been granting ¼ GAs to international students – providing them Instate tuition. This has never been questioned by the Business office.
- Subsequently, Tina provided the committee a text from the State that supported this position.

## **VI Old Business**

- WES Evaluation Policy for Graduate Students – International admissions (for graduate students) was taken away from Tina since last June. This was done by the Office of Admissions in lieu of providing additional help to the Office of International Students that really needed assistance. Tina does not know whether any WES evaluations are being made. Benito will have to answer that question.
- It appears that some students have paid their \$140 fee for transcript evaluation to be done by WES, but students are complaining that no evaluations have been done. Tina had been told that WES promised a 2-week turnaround time to the university. This promise does not seem to be holding.
- Tina was asked who was doing the validation of transcripts (to ascertain whether the institutions were real or fake). Tina says she has no idea whether Benito and the admissions office are doing this or not.
- Since there were too many concerns, there was a motion made and supported by all to invite Benito to the next IEC meeting to address these and other international student concerns.
- IEC Vacancies
  - Donna will clarify membership before the next meeting.
  - Jacob remains a member.
  - Emmanuel remains a member.
  - Yongseek and Seonsook said they would verify eligibility to serve by the next meeting.

## **VII New Business**

- As time had expired and some members left, no new business was discussed.

- Emmanuel and Yongseek agreed that a letter be sent to Benito inviting him to meet with the IEC. Yong later drafted the email and forwarded it to Benito that same day.

At 2:10PM, the meeting adjourned.