

Hi All:)

Welcome to the Task Force! I look forward to working with you all:) Thank you also to Xin and Kornelia for sponsoring our work.

We have just over eight months to work on this project, so I'm glad that everyone can make our first meeting on September 6th at 1PM in Olin 703. As Xin shared in an email she sent out on July 27th, our charge is as follows:

- Gather information and report on services CUL currently provides to support Study Abroad or international projects, and to support international faculty, students, visiting scholars at Cornell.
- Gather information about services and support that are being offered by non-CUL units to the same population noted above.
- Recommend a SMART* goal-based model to sustain CUL's support to Cornell's internationalization. This would include what CUL as a whole should do to develop knowledge and skills for supporting internationalization; how CUL units can continuously assess and decide what to continue or to retire in order to best align resources with services for their particular programs/population; how to fully utilize the information gathered and staff suggestions from previous open meetings; and lastly, what criteria to use that would demonstrate success at both the CUL and unit levels.

*SMART stands for *specific, measurable, achievable, realistic, and time-bound*.

Xin and I have put together a wiki page that our team can use as a shared workspace. Please take a look at the following documents (all of them are attachments on the wiki page) **before we meet on September 6th**, so we can all be on the same page:

- All-Staff Summary – Five Focus Areas – Please read our section carefully – Focus Area 4
- Notes from follow-up staff meeting and short list of ideas
- TF charge in the call to CULib

I would also like to thank Rachel and Michelle for the assistance they've given thus far:)

I propose the following agenda for our first meeting. Should you have any suggestions, questions, or concerns, please let me know.

1. **Welcome** (Xin) – 10 min.
Please be sure you bring any questions you may have for Xin. She will be leaving for China the next day, but will be staying through our meeting to address anything that might need her attention.
2. **Introductions** (All) – 15 min.
I know we are all familiar with each other, but I thought it might be nice to start with getting to know each other a bit better:)

By Friday, September 2nd, can you each take a picture of an object on your desk or in your work area? Please send those pictures to me so that I can share them all with you at our first meeting:)

3. Team Norms (All) – 10 min.

As you all know, I work from my desk in Philly, so I would like to suggest, moving forward, that we all meet via WebEx, rather than have a scheduled room.

Since we don't have much time for this item, please come prepared with your thoughts/needs. The following prompts should help you as you think about this topic:)

- a. Are you all comfortable with using WebEx? Would a quick training session be helpful to get everyone up to speed?
- b. Do you each have a camera, microphone, speaker, and private space from which to participate in a videoconference?
- c. How often should we meet as a team?
- d. What other meeting norms would you like to adopt?

4. Discussion of Charge (All) – 20 min.

- a. Questions/Concerns/Clarification on the charge and actions taken thus far.
- b. Approach:
 - i. Please consider the pros/cons of splitting into two groups to accomplish the first two tasks (environmental scans within and outside CUL to better understand what is currently being offered)
 - ii. Consider the third goal (creation of SMART goals) once the scans are complete. Reassess at that point to make sure that we are meeting the original intent of this Task Force.

5. Wrap-Up (Neely) – 5 min.

- a. Action items/Next steps

I will be leaving for vacation to visit family in Denver on Thursday, August 25th and will return to the office Thursday, September 1st.

I hope you all have a lovely rest of your day,
Neely