Academic Affairs

Form 1: Prioritized List of One-Time Budget Requests
(2012-2013)

_____ Name of College____International Programs and Services___

Instructions: List all one-time budget requests in priority order. If making more than 24 requests, please reuse the form. Complete and attach a *Justification: One-Time Budget Request* (Form 2) for each item listed. Form originator should calculate and include fringe benefits of 30% as appropriate.

Priority Number	Item	Cost
1	2 Dell Desk Top computers and monitors @ $866 each	$1,732
1	1 Apple Desk Top computer and monitor	$1,268
1	1 Apple Lap Top computer	$1,282
2	$15,000 International Travel Money	$15,000
	Total	$19,282

Form 2: Justification: One-Time Budget Request
(2012-2013)

_____ Name of College____International Programs and Services___

Instructions: One page per item listed on budget cover sheet.

Priority Number	Item	Cost
1	Total of four computers	$4,292.00

Brief Justification:
Four staff computers are 6-7 years old and pose a security risk. Staff communicate with international partners and with students regularly and need to have updated software. The current computers could be an impediment to the university's core structure. One of the computers will be a lap top to be used for meetings and for international student recruitment fairs/meetings.

Relationship to WCU's Strategic Priorities:

C. Invest in Faculty and Staff - Staff need to have adequate to excellent resources in order to do their jobs effectively and efficiently.
A. Enrich the Total Student Experience - by maintaining effective communication with study abroad and international students, international partners, and government officials, the office insures that the student experience will be enriched and run smoothly and efficiently. Also, new computers will call up information more quickly during study abroad and international advising sessions which expedite decision-making for the students.

Provost Priority #_____

Form 2: Justification: One-Time Budget Request
(2012-2013)

Name of College International Programs and Services

Instructions: One page per item listed on budget cover sheet.

Priority Number	Item	Cost
2	International Travel money	$15,000.00

Brief Justification:
The current International Programs and Services operating budget cannot support much international travel which is critical to the mission of the office and the university. In the last 3 years the office has managed to fund 2 overseas trips per year. The office is working with a number of college departments to internationalize their programs by providing study, research, internships, and field experiences abroad. For a week-long visit to a partner institution, the cost is around $2,500. For 2012-13 there will mostly likely be 4 visits to partners in Oulu, Finland; Glamorgan, Wales; Japan; and Macedonia. In addition to the faculty who need to visit these sites, which should be paid with departmental or college funds, one IPS staff member needs to be there as the consultant for university processes and to negotiate the terms of the exchange. With the reestablishment of the Center For Transatlantic Study in Alcalá, Spain, we will need to fund 2 faculty members to teach there during 2012-13. This accounts for 6 trips abroad in 2012-13.

Relationship to WCU's Strategic Priorities:

A. Enrich the Total Student Experience - student exchange programs broaden student awareness of the world and provide the opportunity for critical evaluation of content theory and practice in an immersion experience.
C. Invest in Faculty and Staff - exchange agreements include the exchange of faculty and research at all levels, thereby broadening faculty opportunities. The Center for Transatlantic Studies provides a way for our faculty to teach overseas in an inexpensive manner and provides networking, research and professional development opportunities for them.
D. Enhance Community Partnerships - International relationships must be strengthened in order to be effective and efficient. One of the best ways to do this is face-to-face visits periodically to work out various processes and/or projects that the two universities want to explore.
E. Garner Support for our Vision - according to the NC Tomorrow Report, the universities in North Carolina need to make students aware of global issues and provide them with experiences that address cultural stereotypes, prejudices, and intercultural relationships. International site visits assist the traveler with gaining cultural knowledge about the areas that students will visit in order to better prepare them for their international experiences.

Provost Priority #_____

Academic Affairs

Form 3: Prioritized List of Recurring/Ongoing Budget Requests
(2012-2013)

Name of College International Programs and Services

Instructions: List all recurring/ongoing budget requests in priority order. If making more than 24 requests, please reuse the form. Complete and attach a *Justification: Recurring/Ongoing Budget Request* (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 30% as appropriate.

Priority Number	Item	Cost
1	Reclassify position to another band or higher level	$7,934.00
2	Establish new staff position, EPA non-faculty	$70,200.00
	Total	$78,134.00

For faculty requests, indicate length of appointment (9/10 month, 11/12 month) and whether tenure track or not.

Academic Affairs

Form 4: Justification: Recurring/Ongoing Budget Request
(2012-2013)

Name of College International Programs and Services

Instructions: Complete this form for each item listed on Form 3.

Priority Number	Item	Cost
1	Reclassify position to another band/higher level (raise)	$7,934.00

Brief Justification:
The current assistant to the international student advisor will report to the IPS Associate Director and assume two major responsibilities: (1) The university's oversight of the three staff members responsible for issuing visa documents for the J-1 and F-1 visas sponsored by the U.S. Departments of State and Homeland Security, insuring that federally mandated visa regulations are followed and students are in visa status, and insuring that visa staff remain knowledgeable of changing visa regulations. If visa regulations are not followed strictly, WCU loses eligibility to issue visa documents and loses all federal funding for domestic students. This position will be cross-trained to petition for the H-1B and permanent residency status for international faculty. (2) Recruit international students for the university, which will involve professional development and research, establishing a committee and holding committee meetings, traveling to universities and recruitment fairs domestically and eventually internationally, becoming a member of the state-wide NC International Student Recruitment Committee that recently created StudyNorthCarolina.US website and will be marketing this website domestically and internationally.

Relationship to WCU's Strategic Priorities:

B. Fulfill the Educational Needs of the State and Region - insure that all staff responsibilities are achieved to the highest level and insure that federally mandated risk management requirements are appropriately met at the university level. Recruit more international students to increase the student diversity at the university. A.
Enrich the Total Student Experience - by having staff who know the federal regulations intimately, students can be helped to adhere to regulations and follow proper procedures in completing their academic programs at WCU.

Provost Priority #_____

For faculty requests, indicate length of appointment (9/10 month, 11/12 month) and whether tenure track or not.

Academic Affairs

Form 4: Justification: Recurring/Ongoing Budget Request (2012-2013)

Name of College___International Programs and Services__

Instructions: Complete this form for each item listed on Form 3.

Priority Number	Item	Cost
2	Establish new staff position, EPA non-faculty	$70,200.00

Brief Justification:
The Associate Director and Director of Faculty International Services, will be responsible primarily for administering the WCU semester and summer faculty-led travel courses and non-credit bearing travel and conducting risk management orientations for outbound groups; overseeing the faculty Fulbright Program; the J-1 professor/researcher visa and the H-1B and permanent residency petitions; conducting visual compliance with the U.S. Department of Homeland Security for all incoming international visitors and outgoing WCU faculty. In addition, this position will make international site visits to partner institutions as needed, conducting meetings with administrators and faculty, negotiating international exchange agreements with assistance from WCU's Legal Counsel, and will represent WCU at the UNC system-wide University Council of International Programs (UCIP) meetings and other WCU committees, teach an undergraduate LEAD class on leadership yearly, serve as the institutional coordinator for the Phi Beta Delta Honor Society for International Scholars and be responsible for maintaining the Spring/Summer Travel Courses, Faculty and Staff Information, and the Phi Beta Delta Honor Society areas of the IPS office website.

Relationship to WCU's Strategic Priorities:

B. Fulfill the Educational Needs of the State and Region - insure that international faculty have the opportunity to teach at WCU and that WCU students and faculty are able to engage in meaningful field experiences in foreign countries that impact their academic programs and research at WCU.
A. Enrich the Total Student Experience - by efficiently managing faculty-led travel courses we insure that students acquire the best education possible that makes them aware of global issues in an immersion experience.
C. Invest in Faculty and Staff - by hiring a director of travel courses who knows the financial and academic systems that facilitate such a program (which is very different from sending a single study abroad student overseas for a whole semester), we insure that risk management is met and that the course flows efficiently for faculty and students.

Provost Priority #_____

For faculty requests, indicate length of appointment (9/10 month, 11/12 month) and whether tenure track or not.