

**Date:** 09.30.2017

**Time:** 12:00pm - 1:30pm

<b>Meeting Attendees:</b>	
Somto	✓
Fatima	✓
Arnab	✓
Martina	✓
Troy	✓
Thiago	✓

- Last year's feedback form was filled by all board members.
- It was discussed that although mission and objective for the ISSS AB is defined, we still need to figure out and document its vision for the next year. Everyone wrote down what they want ISSS AB to accomplish in the next one year.
- Idea regarding educating the international students about American and Vanderbilt's healthcare and insurance system was discussed in which it was mentioned that the medical Centre did a good job in creating an online presentation in this regards for the students but there is always of scope of improvement.
- It was discussed that mass program usually are not that effective and we need to create social and informative events which are more one to one (similar to VUceptor). Make some of these events mandatory if possible.
- Also pairing up students from similar career background can help them discuss common concerns and issues
- It was discussed that a Scholar Committee is highly needed to address the unique challenges and issues which are faced by the international scholars and their family members. Thiago volunteered to chair that committee.
- About career services, it was discussed that the ISSS and Vanderbilt Career Office is already talking to lawyers, employers and working on creating online presentation for making the students more prepared and aware during the career search. The main responsibility of the subcommittee will be to provide constant student perspective on these issues.
- About Graduate Housing, the board members are already in touch with the dean and VC. Some potential solutions of planed off campus housing has been discussed but the main job of the advisory board is to provide grad student perspective to the administrators during the decision making process.

- One undergrad and one grad student was identified who will join the ISSS-AB core advisory team and the subcommittee members are yet to be finalized.

**Date:** 11.1.2017

**Time:** 6:00pm – 7:30pm

<b>Meeting Attendees:</b>	
Somto	✓
Fatima	✓
Peter	✓
Arnab	✓

### **How was ISSS AB formed?**

Somto contacted Ali.

Met with Ashraf.

Previous institution experience.

To help the ISSS office.

If you have time - go through the documents.

Design was to advise the office

- The ISSS AB introduced each other with some general introductions and life updates. As a safe place, the advisors are able to relate to each other and talk about general happenings.
- The attendees read out the visions of every board member to further understand what all the board members vision.
- Feedback was encouraged to better understand how the processes introduced are benefiting the board and its members. A checklist was created and update forms are made for the committees to update the board in their absence of what progress has been made. Documentation is still in process. Documentation should be in place, feedback needed from the committees. It will serve as a pillar for the next people.
- The board realizes that there are a lot of undergraduate focus ad there are many opportunities for these students to work with different people on campus.
- Committee wise updates were then taken from different representatives.:
  - **Career:**
    - Emailed 4 people, got response from 2. He has met with one person, Owurake.
    - Tasks to be distributed among the sub committee members.
      - Database for organizations has to be created.
      - Try to search alumni from Vanderbilt Alumni. - industry specific search.

- Resume building workshops, networking skills.
    - Time commitment
    - A conversation to have to decide how many sub committees should the career committee have. The chair should be focused on both graduate and undergraduate and then the members are specifically focused on different work.
  - **Peter:**
    - Individual meeting - personal goals, promote mutual culture. To promote involvement.
    - Homesickness. Emotional support is needed. Some of the people are concerned about information. Main goal is to promote culture community.
    - Promote student learning about the resources that are available. Biggest goal is culture fair.
    - Hold an information panel which might change into seminar. Will invite graduate students from different departments and they will share suggestion in graduate studies. - Next month after Thanksgiving.
- Idea of chair elect was brought up by Ali for easy transitions. This involved resuming committee role and chair role.
- A whatsapp group was made for easier communication and collaboration between different committee members. This group will act as a basic communication (informal) ground for the members to voice their concerns or talk about different updates.
- Suggestions were taken regarding the advisory board meetups. These included meeting off campus, spending half day together. Conducting orientation or group mixer for the members to know each other from the start of the year.
- It was decided that the housing committees should exist in the near future. It was acknowledged by the board that this process will be slow and would require patience but the committee will work on different things along with the housing for graduate student issues.

**Date:** 11.30.2017

**Time:** 6:00pm - 7:30pm

<b>Meeting Attendees:</b>	
Somto	✓
Fatima	✓
Supisara	✓
Alejandro	✓
Martina	✓
Thiago	✓
Peter/troy	✓

Special attendance: Pat Helland.

- The attendees introduced each other and shared exciting news that is happening in everyone's life.
- Last meeting was reviewed to update everyone.
  - Bylaws were updated. Subcommittee members have now joined in.
  - Application review ended in September.
  - 4 running committees
  - Implemented accountability routines.
  - Keeping track of everything through documentation.
- Chair can lead for 1-2 years. For facilitation, chair elect idea was brought in front of other people.
- End of September report will be needed to update the ISSS website.
- Pat
  - Student health insurance committee - made up from different schools. Graduate school heavily representatives.
  - For graduate students - insurance is paid by the programs.
  - Took over insurance in 2016. Tiers of insurance - different pay plan for different kind of students. Vanderbilt is aware of high cost of insurance.

- Pat explained the process of getting health insurance and updated the members about the problems they face while deciding pools of students who fall in certain category for health insurance.
- Things brought out last year in the meetings for ISSS board was to understand the language and requirements of the insurance brought up by Alejandro. The members got a context of how things have improved in since last year.

### **Committee Updates:**

- Peter ICAD
  - Another meeting in the committee was conducted.
  - Hold a panel that invites representatives from different schools to apply for different schools and get a job.
  - The committee elected a treasurer and secretary.
  - A problem was discussed among the committee and ideas and solutions were suggested.
- Supisara - CDIS
  - Subcommittee members are very much involved.
  - Database is being created by the committee for international student friendly organizations.
  - Alumni relations database is being discussed within the committee to reach out to people who are looking for networking opportunities.
- Thiago - ISA
  - Goals from the last meeting were to set up the committee itself.
  - Thiago has reached out to the people.
  - First meeting happened and the discussions were about how the committee will function.
  - The committee meets as needed. Some ideas were brought out.
  - They want to focus on small things that include - As you move to the US you don't know how the deposits and small contributions become around \$1000. They want to create resources to assist the international scholars.

**Date:** 1.30.2018

**Time:** 6:00pm - 7:30pm

<b>Meeting Attendees:</b>	
Somto	✓
Fatima	✓
Supisara	-
Alejandro	✓
Martina	✓
Amir Salman	-
Peter	✓
Elliot	✓

- **Introductions**

- **ISSS 2018**

- ISSS will have more interns this year.
- Heather is transitioning out.
- Annette is working in compliance.
- Advisors - Grace is doing more immigration.
- In the last two years they have been able to make changes in the office structures.

Changes a few positions.

- Free airport pickups for arriving students.
- New data system has been introduced in Vanderbilt and it will reduce manual work.
- Ali is reporting to Dr. Dobson and Dr. Helen (Compliance).
- Check-in process with students in the first year. (Designed by the student workers at ISSS (Elliot)) - Comprehensive internal document was created. This is to provide opportunities for students to increase student connection to this office.

- **Revisiting ISSS AB**

- We are studying the current state of things with ISSS and figuring out how to make it better and give recommendations.
- We are not doing implementation - or programming.
- We need to be flexible with feedback and welcome any suggestions.
- Succession and continuity:
  - Each committee chair is supposed to bring one of the committee members.
  - We will be finalizing the board members before the next years kicks start. Application cycles for next year would be for people who want to join the committee. The chairs have to be people who have been involved for the year.
  - If the committee chair can not make it to the meeting, then there should be someone replacing you all.
  - Turnover protocol - end of this semester we will have a new board position ready.
- **Brief recap of committees**
  - New committees: Got their committees running.
  - Scholar committees - recommending FAQs for scholars.
  - Health - meeting with the Dean and creating videos guiding students.
- **Graduate Student Council Liaison**
  - Different schools have a different student council. Martina is helping us communicate with the other committees so that the ISSS AB is aware of the things that are being discussed in different schools.
- **Communication**
  - RSVP Google sheet
  - Update Website
  - End of the year event - Last meeting for ISSS AB with the committee members. Next board members will be chosen. All committee members will be expected to attend.
- **By-laws**
  - By laws are available on the google sheet.
  - We welcome any suggestion from the committee chairs.
  - Streamlining the process of selecting board members.