# Meeting Minutes

**Date:** November 7, 2014  
**Time:** 9-11am  
**Location:** 6B

**Members Present:** Gabe James, Deseree Salvador, Andrey Chan, Carrie Mospens (Chair), Steven Clements, Christine Quintana

**Call to Order:** 9am  
**By:** Carrie Mospens  
**Mins:** Carrie Mospens

**Guests:**

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| Approve Minutes | **Motion to approve the October 31, 2014 minutes with amendments.**  
(Clements) Carrie to send minute amendments to Deseree. | **Motion Carried** | |
| Old Business  
-IEW Planning |  
- **IEW Planning**  
- **Playlist for World Culture Night:** Carrie will prepare  
- **Finalize participants for World Culture Night:** Final count is 10 participants. Carrie to delivery tri-folds to Gabe and Gabe will distribute accordingly to student presenters  
- **Discuss set up/break down for IEW events:** See sign up sheet  
- **Finalize point persons for IEW events:** See sign up sheet  
- **Yet to do:** Christine to submit facility request for tent tarp/picnic tables, purchase coffee supplies from Safeway, confirm scone order, place pizza order. Carrie to work on evaluations for Salsa 101 and World Culture Night. Steven to recruit students to provide calligraphy at World Culture Night. Suggestion made to invite administrators to World Culture Night. Carrie to follow up.  
- Noted that International Movie Night has been cancelled due to lack of staffing and funding for the event. | Carrie  
Gabe  
Christine  
Carrie  
Steven  
Carrie | |

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| -Study Abroad                 | ▪ Study Abroad  
▪ Develop protocols for faculty led SA (tabled)  
▪ Discuss marketing and promotion (tabled): Anne Chung has been invited to the December 5, 2014 meeting to discuss the SA position. During that time the committee can contribute ideas. | Carrie                      |             |
| -ACE Follow Up                | ▪ ACE Follow Up  
▪ Global Studies Certificate (table)  
▪ Papa O Ke Ao and internationalization: Tangaro and Kekuhi will be invited to join the IEC at the January meeting.  
▪ ILO 3: To be discussed with Tangaro and Kekuhi | Carrie                      |             |
| -Recruitment of new members   | ▪ Recruitment of new members  
▪ Noted that the IEC should diversify its membership with members that are not constrained by teaching schedules so that events can be carried out more easily.  
- Suggestion to recruit Helen Torigoe  
- Andrey to follow up with Donala about being an IEC member  
- Suggestion made to develop subcommittees (i.e.: SA, IEW, Global Studies, Guest speakers, Student International Club) once more members are recruited. | Carrie Andrey               |             |
| -Holi Preparations            | ▪ Holi Preparations (March 4, 2015)  
▪ Budget (table)  
▪ Preparations (table)  
▪ Marketing (table) |                            |             |
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| -Host a Fullbright  | ▪ Host a Fullbright  
▪ This proposition will be discussed further at the Dec. 5, 2014 meeting. In the meantime, review the list of possible speakers provided by Mela.                                               |                             |             |
| New Business        | ▪ None                                                                                                                                                                                                   |                             |             |
| For the Good of the Order | ▪ The annual Big Island Hawai’i TESOL event took place on November 6, 2014 and was a big success. Approximately 50 participants attended to hear a panel discussion presented by Pacific Islander students about how to foster student success.  
▪ Suggested that the 2015 IEW theme be based on indigenous cultures around the world.                                                                                             |                             |             |
| Adjourn             | ▪ Meeting adjourned at 11am.  
▪ Next meeting scheduled for December 5, 2014 from 9am – 11am in 6B                                                                                                                                                            |                             |             |