**ISAB MEETING**

Date: Wednesday, 11/11/15

Part I: Discussion with guests from the Office of Global Engagement:

* Michael Kulma, Associate Vice President for Global Initiatives
* Carmen Suen, Executive assistant and Project coordinator

Mr. Kulma is an alumnus of the College (Economics)

Ms. Suen is born and raised in Hong Kong

We had brief introductions and also a summary of the ISAB board (3 main sub-committees)

The office of Global Engagement was established 2.5 years ago

They work:

* Supporting infrastructure outside of Chicago (ex. center in Beijing, Delhi, Hong Kong)
* Establishing partnerships that align with faculty and students interests
* Processes and Policies
* Communications of Impact

They wanted feedback from ISAB (and international students + faculty) about how can they improve visibility of their annual/main events.

Background sheet on a pilot program from last year: Korean-focused event consisting in a discussion + reception held in May 2015. Expected attendance of 50-75, only 20 showed up.

Some of the questions brought up:

Was the event open to non-Koreans?

How did you promote the event?

Did you use targeted student outlets such as Facebook or listhosts?

Can they improve the day of the event and timing?

Did they obtain feedback from those that did not attend?

Did students organize the event?

Some suggestions:

Turnout to event might be better is more targeted or with a smaller group

Putting up posters in bathrooms, elevators, dining halls might help --> seem they already did some of that

Maybe find student ambassadors

What about timing? Fall--> within 2 weeks of start but there might be a lot of competition with other events. What about spring?

Send out interest form to get an idea of people’s interests

The location could have mattered

They should be a balance between intellectual and fun

Part II: Subcommittee Meetings

**Outreach group** is now everyone!

**Grants:** Make posters to advertise grants available.

Jenny will make a google form to decide who’s posting where/which building

Jan will work on creating ISAB group and ISAB page on Facebook

**Employment:** Meet with career advising groups (ex. UChicagoGRAD), send survey to international students, organized workshops (i.e. How to promote yourself on paper?, “Mock interviews”, “How to write letters for job applications”)