

International Student Advisory Board (ISAB) Mission Statement & Guidelines

ISAB Mission Statement

As part of our commitment to internationalization through international student integration, International Education formed the International Student Advisory Board (ISAB) in 2014. The ISAB's purpose is to be a bridge between the international student community and International Education and other departments by offering ideas for new programs and services and suggestions for current programs and services. The ISAB's goals are to serve as a forum for international student feedback on their study abroad experience at Richmond, increase international student visibility and collaboration with campus offices through outreach and education about international student needs, and provide leadership training through meetings, presentations, and other interactions with the UR community.

Background

The international student population totaled 380 students, or 11% of the undergraduate student body, in Fall 2019. Other Virginia institutions with international students, such as Old Dominion University and College of William & Mary have established international student advisory boards to create a stronger relationship between student support units and international students, build community within the international student population, and provide leadership opportunities through conferences, programming, and advocacy. The ISAB is a timely and relevant need for UR's international students given the increase in the international student body over the years and the collaborative nature of International Education.

ISAB Guidelines

Members

Members - The ISAB will consist of approximately 5-7 members who will be recruited in the spring and summer to start serving in the fall. All international degree-seeking and exchange and visiting students, both graduate and undergraduate, will be invited to apply. In the early years, it is not necessary to have elected officers and committees. If the ISAB grows to approximately 10 members, International Education will re-assess the membership structure.

Current ISAB members will have the option of continuing their service into the next year. Current members will need to complete a new ISAB application for each year of service.

Advisor - The Director of International Student & Scholar Services will be the organizational advisor to ensure the ISAB's adherence to its mission, oversee its activities, facilitate connections to other departments, and provide administrative support.

Time Commitment

Preference will be given to candidates who can serve 1 full academic year except for semester-long exchange & visiting students.

The ISAB will meet once per month 3-4 times per semester for approximately 1 hour at regularly scheduled times that are convenient for the majority of members. Additional meetings may be necessary between some or all of the members. Other International Education staff members may attend meetings as appropriate.

Members may be dismissed from the Board if they fail to attend 2 meetings in 1 semester, with exceptions for emergencies, illnesses, and class obligations. The Director will review individual cases to determine if dismissal is necessary.

Communication

The Director will send meeting minutes to the members after each meeting. Members will be expected to communicate between meetings through email. Members will also be expected to encourage international students to submit feedback through the online forms at <https://international.richmond.edu/international-students/stay/involved/isab.html> and <https://goo.gl/forms/j8aW6PfaDhFS6gEX2> and follow ISAB on social media (Facebook: <https://www.facebook.com/ISABSPIDER/>; Instagram: [isabrichmond](https://www.instagram.com/isabrichmond/) (<https://www.instagram.com/isabrichmond/>))

Application Process

Students who meet the following requirements are eligible to apply:

- International degree-seeking undergraduate and graduate students with a minimum cumulative 3.0 GPA
- Exchange and visiting students (no GPA requirement)
- International students who have completed at least one semester at UR, with the exception of exchange and visiting students
- Americans living abroad, dual citizens, and permanent residents who currently reside outside the U.S. or have spent a significant part of their life residing outside the U.S.

A written application is required, and will be reviewed by the Director and current ISAB members.

Timeline

March-April	Board member recruitment & selection for fall
April	New Board member meet & greet with current Board members
Summer	Director updates ISAB website & orders promotional materials; Planning for next year
August	Board members make ISAB presentation at international orientation
Sept. – Dec.	Monthly meetings
January	Recruit new exchange/visiting student members if necessary
Jan. – April	Monthly meetings