## **Comparative and International Education Society (CIES)**

## **CIES SIG-SAIS Leadership Meeting Agenda**

Wednesday, October 20, 2021/11 am (EST)

**Attendees:** Shunning Liu, Max Crumley-Effinger, Roy Y. Chan, Chris Glass, Uttam Gaulee, Seyoung Hong, Adam Thomas Grimm, Shinji Katsumoto, Rosalind Raby, Erika Saito

- 1. Welcome/Announcement (Shuning).
  - Webmaster—Max Crumley-Effinger
  - Co-Chair Awards Committee—Seyoung Hong
- 2. Summary on SIG activities between September 15<sup>th</sup> to October 20<sup>th</sup> (Shuning, Chair).
  - a. Shuning sent email to all regarding statement for leadership-for SIG leadership handbook
  - b. Purpose of the statement
  - c. Collaboration with other SIGs in CIES--mentorship, opportunities, new scholars committee
    - i. Shuning and Shinji--coordinating and organizing the meeting 9/22/2; set up information meetings in early December 2021 and upcoming spring.
  - d. Junior Co-Chair-- Dr. Michael Landford? Nominee--declined; still open
    - i. finding a committed individual
- **3.** Update from Dr. Roy Chan about Monthly Newsletter and other work.
  - a. First newsletter last month-- about 60-70% read the newsletter
  - b. October 2021--newsletter sent out 10/20/21 at 3:00 p.m.--after SIG monthly meetings
    - i. Roy to add a blurb for a call to SIG reviewers & volunteers
  - c. increase brand awareness and keep people abreast of member accomplishments and events.
  - d. Sent to CIES staff, SIG members, open to add individuals. Paid members are automatically added.
  - e. Email Roy for updates to add to the newsletter: rchan@leeuniversity.edu
- **4.** Unit Planning and update from Dr. Rosalind Raby (Program Chair) and Dr. Chris Glass (Program Co-Chair).
  - a. Deadline was moved 10/27/21
  - b. conference planning chairs tomorrow-
  - c. Week after proposal deadline--assigning reviewers
  - d. Deadline for reviewers to respond
    - i. about ½ reviewers on time--need to send reminders or find new reviewers
  - e. Look at ratings and comments, then make a decision
  - f. Number of panels based on paid membership
    - i. 10 panels, special focus panel (took for 4 top ranked and put in a panel)
    - ii. unlimited roundtables, unlimited posters
    - iii. ranked 3.0+ higher admitted
  - g. SIG SAIS Call for Proposals 2021 sent via email

- i. Planning guide--step by step guide sent to SAIS leadership by Dr. Raby.
- h. Chris: documenting the process and guide
- 5. Upcoming events collaborated with New Scholar Committee (Shinji Katsumoto)
  - a. New Scholars committee
  - b. 2 events planned but hopefully more
    - i. First meeting on the new scholars--information session: who they are and what they do
    - ii. Open to CIES members and potential CIES members
    - iii. 1st meeting: December 1 9:00 a.m. (ET) morning and 8:00 pm (ET) evening for those in different parts of the world
    - iv. 2nd meeting: before the CIES conference
      - 1. possible topics: junior faculty + scholars, workshops, interviews, scholarship
    - v. Advertisement + survey for the new scholars committee in the October newsletter
    - vi. Plan to send a separate reminder to complete the survey--provide a deadline.
- 6. CIES 2022 Awards Committee Planning (Dr. Adam Grimm and Seyoung Hong).
  - a. Streamline the work for awards submission and selection.
  - b. Support the reviewers in the past.
  - c. Relying on the subset of people who have been reviewing in the past
  - d. Reaching out to a larger pool of people--adding a blurb in a newsletter for dissertation review, longer readings
  - e. Develop orientation materials to reviewers: rating system + information/comments when presenting the awards
    - i. promote inter-rater reliability + sustainable system
    - ii. provide concrete, explicit details
  - f. How do we elevate the winners of the awards
  - g. Call for nomination for awards- make it visible; add to the CIES larger newsletter & *Journal of International Students* list (10,000 members).
- 7. Update from Dr. Erika Saito (Secretary).
  - a. Questions regarding current job description--questions 2 year → Chair elect?
    - i. need to update/revise
- 8. Update from Webmaster Max Crumley-Effinger.
  - a. updated the website with for Max
  - b. updating a system for the leadership team
  - c. streamlining the process for leadership team
  - d. streamlining the process for members or non-leadership team who would like to contribute to the site
- 9. Update from Dr. Jason Li (Membership Officer).

- **10.** Next SIG monthly leadership meeting—Nov. 17, 2021.
- 11. Meeting adjournment.