

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 15th to October 20th (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.