

Comparative and International Education Society (CIES)
CIES Study Abroad and International Students (SAIS) SIG Meeting Agenda
 Tuesday, December 20, 2022 at 6:00PM EST / Wednesday, December 21, 2022 at 8:00AM Japan
Join Zoom Meeting

<http://leeuniversity.zoom.us/j/7803394561>

Attendees: Roy Chan, Thatcher Spero, Ralph Angeles, Sarah Asada, Rosalind Raby, Max Crumley-Effinger, Shinji Katsumoto, Erika Saito, Shuning Liu

1. CIES SAIS SIG December 2022 Newsletter (Dr. Roy Y. Chan). Send citations for the newsletter, highlighting the business meeting, and VIP reception February 19. Early bird registration closed 12/19/22
2. CIES 2023 SAIS SIG Business Meeting updates (Dr. Roy Y. Chan).
 - a. *SAVE THE DATE*: TUESDAY, FEBRUARY 21, 2023 at 2:45PM-4:15PM EST. In-person and online support needed to manage
 - b. <https://docs.google.com/presentation/d/11S1UsjKEk9F0g8qFSZeBVpSidDco6-dU/edit#slide=id.p1> update slides by January 24, 2023
 - c. Research Grant recipient will be presenting her research findings on LGBTQ+ and study abroad at the meeting, Annie Campbell
3. CIES 2023 SAIS SIG VIP Reception updates (Dr. Roy Y. Chan).
 - a. *SAVE THE DATE*: SUNDAY, FEBRUARY 19, 2023 at 9:00PM-11:00PM EST.
 - b. Networking opportunity for members and non-members
4. CIES SAIS SIG Senior Chair-Elect updates (Dr. Thatcher Spero).
 - a. Fundraising letter created for supporters for the reception (emailed)
 - i. 12 registered
 - ii. Approximately \$500-750 food and beverage (donations of \$100+ would be greatly appreciated).
 - b. Flyer creation about SAIS, hosting events- due 2/15/22 Max to support the design
 - c. Website- continuing to build and revise w/ Max
5. CIES SAIS SIG Junior Chair-Elect updates (Dr. Jing Yu). N/A
6. CIES 2023 Conference Proposal Submissions and Program Planning updates (Dr. Rosalind Raby and Ralph Angeles).
 - a. Challenges with changes in dates/times, virtual- in person
 - b. 1 Highlighted, 7 on-site, 3 virtual, and 1 roundtable
7. CIES 2023 SAIS SIG NEW Roommate Matching initiative (Dr. Roy Y. Chan).
 - a. 4 contacted
8. CIES SAIS SIG 2023 Awards Committee updates (Dr. Adam Grimm and Seyoung Hong).
 - a. Notes shared by Dr. Roy Y. Chan:
 - b. The reviewing process is in progress (10 reviewers completed).

- c. The review deadline is December 30th. We are planning to release the outcome by early January.
 - d. We are going to send a reminder to the reviewers by this weekend.
 - e. We might need 1-2 additional reviewers, if there is anyone who volunteers. (Please let Roy, Adam or Seyoung know if anyone would like to serve as a reviewer).
 - f. Award updates –certificates by January 24 (to be added in the slides for the business meeting).
- 9. CIES SAIS SIG Secretary updates (Dr. Erika Saito).
 - a. Due February or May? CIES needs to confirm.
- 10. CIES SAIS SIG 2022-2023 Budget updates (Dr. Sarah Asada).
 - a. Total Available \$2,169.72 (as of November 12)
 - i. Anticipated expenses
 - ii. Reception Space \$1,000.00
 - iii. Website (1 year) \$100.00
 - iv. SIG Admin Fee \$300
 - b. Estimated remaining balance: \$769.72
 - c. leads to additional funds- contact Dr. Sarah Asada: srasada@kyoritsu-wu.ac.jp
- 11. CIES SAIS SIG- Research grant update- Dr. Shuning Liu
 - a. \$500 either split with two \$250 or one \$500.
 - b. Seeking revisions to the criteria for the reviewer
 - c. Seeking reviewers for the research grant committee: Rosalind, Shinji, Thatcher, Ralph, Shuning
 - d. Shuning to send email with work for the committee to review
 - e. 2022- about 15 applicants, anticipate the same for 2023
 - f. Decision by end of January to announce at the SAIS Business Meeting.
- 12. CIES SAIS SIG Website Redesign updates (Dr. Max Crumley-Effinger).
 - a. Working with Thatcher, saves \$100/year – \$12-20/year
 - b. Shared the new website using Google Sites–under development
 - c. Hope to share the link/site on the flyer
 - d. Membership role needs to be filled
 - i. Shared ideas for a membership drive
- 13. CIES SAIS SIG Career Advising Workshop with New Scholars Committee (NSC) – RESCHEDULED FOR JANUARY/APRIL 2023 (Shinji Katsumoto).
 - a. April/May for events to support new scholars.
- 14. Special Announcement from CIES SAIS SIG Secretary (Dr. Erika Saito).
 - a. Opening secretary position
 - b. 2 year position
 - c. Reach out to interested colleagues

- 15.** Special Announcement from CIES SAIS SIG Chair (Dr. Roy Y. Chan).
 - a. Dr. Roy Y. Chan's Institution- willing to sponsor \$200-250 reception
 - b. Dr. Roy Y. Chan, running for Secretary within CIES
 - c. Remember to vote for CIES elections!
- 16.** CIES SAIS SIG 2023-2024 Leadership Opening positions (Dr. Thatcher Spero)
- 17.** Other items (All)
- 18.** Meeting adjournment.