



**Andrea C. Wade, Ph.D.**  
**Provost and Vice President, Academic Services**

TO: Anne Flatley, Faculty Senate – SCAA Committee Chair

FROM: Andrea C. Wade, Provost and Vice President, Academic Services 

CC: Anne Kress, President

Lloyd Holmes, Vice President, Student Services

Todd Oldham, Vice President, Economic Development and Innovative Workforce Services

Hezekiah Simmons, Vice President, Administrative Services

DATE: January 31, 2018

SUBJECT: Proposed Changes in Organizational Structure

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Pursuant to the responsibility of the SCAA Committee to make recommendations to the appropriate administrative officers regarding the creation/redefinition of administrative offices/departments, I would like to submit the following proposal:

1. Unite the Services for immigrant, refugee, and international students within a Global Education and International Services (GEIS) Center
2. Staff the center with a full-time Coordinator, full-time Technical Assistant, and support of a full-time Clerk III, and move the existing Cross Cultural Counselor onto this team
3. Place the revised GEIS office under the responsibilities of the Dean of Academic Foundations
4. Relocate these staff members to a renovated space that can house their activities, as well as offer space for immigrant, refugee, and international students to interact

As this is a very limited reorganization involving a single office, I have included less extensive supportive documentation than in prior proposals. Please let me know if you need additional information. I look forward to SCAA's recommendations on the proposal as set forth in the Faculty Senate Resolutions.

**Context:**

I have been working with Dean Jacobs to develop an organizational model for Global Education and International Services (GEIS) that would support the program's mission to globalize the College's curricula and provide both essential services and meaningful programming for our international student population. After reviewing many possible models, I am pleased to announce that we have received approval from Dr. Kress for the hiring of a full-time Coordinator, full-time Technical

Assistant, and full-time Clerk as the basis for staffing this area. Additionally, we are proposing a reorganization of GEIS by which the office would include the three aforementioned positions and the existing Cross-Cultural Counselor—all of whom would be centrally located in a GEIS Center for international, immigrant, and refugee students.

We feel there are a number of benefits to be appreciated with this proposed reorganization.

- First, it would effect a more equitable distribution of resources to our immigrant and refugee students—and the centralized location would facilitate greater cross-cultural engagement between these populations.
- Second, the functional structure of the GEIS team, through which the technical and clerical staff would provide equal support to the Coordinator and Counselor, can enable the office to administer the same level of service to students while increasing its current capacity for COIL participation and professional development opportunities for faculty.
- Third, this will regain some stability and help resolve some of the uncertainty of the future of GEIS on our campus.
- Finally, this model captures some of the vision of the original ACE Internationalization Lab proposal by allowing us to work more holistically with our international, immigrant, and refugee students.

We hope to have the reimagined GEIS office in place before the start of the fall semester. The various elements of this proposal would be implemented so as to avoid any break in coverage of essential tasks.

I want to acknowledge the efforts of Deans Jacobs and Rambish, the historical perspective of Dr. Holly Wheeler, and the perseverance of the GEIS Advisory Board in helping to provide urgency and/or inform the elements of this proposal.

We are currently completing a detailed draft of each job description and breakdown of functions. We look forward to working with SCAA in order to both solicit constructive feedback and address questions and concerns.

Attachment: Proposed Organizational Chart

**MONROE COMMUNITY COLLEGE**  
**2017 - 2018 ACADEMIC SERVICES DIVISION**  
**Organization Chart**

