

### **A3.25.2 Subcommittee on International Travel Safety**

(1) **Membership**

The Subcommittee on International Travel Safety is composed of five voting members and five *ex officio* members as follows:

- a. 5 voting members of the IC, of whom at least three must be faculty
- b. 1 *ex officio* member from each of the following offices, appointed by the University Committee upon the advice of the heads of each respective office:
  - a. Office of Legal Affairs
  - b. Office of Risk Management and Assurances
  - c. Dean of Students
  - d. Norris Health Center
- c. 1 *ex officio* representative of the Center for International Education with responsibility for study abroad

Each voting member will be appointed to a three-year term and the terms will be staggered.

The Subcommittee meets as needed to ensure timely consideration of proposed UWM-sponsored international student travel to locations in which security risks have been identified by the Subcommittee, the IC chair, or the Center for International Education.

(2) **Chairperson**

The Subcommittee shall elect a chair from among its voting faculty members. In consultation with the IC chair and the *ex officio* representative of the Center for International Education, the subcommittee chair shall be responsible for planning the meeting schedule and agendas. The subcommittee chair shall ensure that agendas and minutes are conveyed to the IC chair and the Secretary of the University.

(3) **Functions**

The Subcommittee on International Travel Safety, subject to IC policy decisions, exercises authority delegated by the IC for reviewing and making recommendations to the Chancellor for UWM-sponsored credit- and non-credit-bearing student travel to international locations posing security concerns.

(Document 2995, 03/12/15; UWM Administration approval, 03/24/15)