Welcome

Erika Müller-Bläß and Sal Carranza shared the Welcome and Opening of the business meeting by briefly stating the history of the partnership. The Umbrella Agreement is an extension of the Sister State agreement, which began in 1976, and allows students in both Hessen and Wisconsin a pool of universities to choose from and additionally provides many options for study abroad under the bilateral exchange model.
Warm regard and gratitude was expressed to those in attendance. We then went around the room and briefly introduced ourselves and which Universities we represent.

**Pushing the Positive**
- As of the 2011-2012 academic year, 500 Wisconsin students have studied in Hessen.
- On May 31st 2012 two students were presented the Friendship Award from the Association of Hessen-Wisconsin for their extraordinary contributions and enthusiastic support of the Hessen-Wisconsin Exchange Program, during their exchanges in Wisconsin. They were presented the award in Wiesbaden by the State Minister Michael Boddenberg.
- Exchange Numbers Update: A spreadsheet summarizing the total number of Hessen and Wisconsin students exchanged between 2006 and 2012 was distributed. Hessen has sent 293 students with a total of 328 FTE as of 2012 and Wisconsin has sent a total of 586 students with an FTE of 387.5. Projections for the upcoming year have not been included in the spreadsheet.

**Moving Forward**
- UW System Update: There has been restructuring in the System Office, due to the Chancellor leaving, and the position not yet having been replaced.
- The changes at the System level are not anticipated to affect the Hessen/Wisconsin Exchange, although the appointed interim vice president has been appointed the permanent senior vice president, and will continue to restructure the office.

**Administrative Issues**
- **Deadlines and Timelines**
  - **Hessen**
    - Fall (Winter) Semester: applications due to the University of Giessen by December 1
    - applications due to UW Oshkosh by February 1
  - Spring (Summer) Semester: applications due to the University of Giessen by December 1
    - applications due to UW Oshkosh by February 1
  - **Wisconsin**
    - Spring Semester/IWU: Applications due to UW Oshkosh by 1st Friday in October
      - Applications due to University of Giessen by October 15th
    - Fall Semester/ISU: Applications due to UW Oshkosh by the 3rd Friday in March
      - Applications due to the University of Giessen by April 1st
  - Electronic Applications forms work well very well. There were a few issues with legibility, so when making the .pdf, please make sure that all documents that are scanned can be read before forwarding them to Uni Giessen, or UW Oshkosh.

Copies of the Hessen Advisor guide were distributed. If there are any issues with accuracy of information, or additional information that should be included please let Bethany Swingen, swingenb@uwosh.edu know. The guide will be made available online at [http://www.uwosh.edu/oie/abroad/HES/hessenAdvisorResources.php](http://www.uwosh.edu/oie/abroad/HES/hessenAdvisorResources.php).

**Discussion & Miscellaneous**
- Availability of Masters Programs at Wisconsin institutions and availability for Hessen Exchange Students; as the Hessen Wisconsin Exchange is a program for both Undergraduates and Graduates, it is an expectation that there will be Masters Level Programming available for Hessen Students who wish to exchange. This poses a challenge for Wisconsin universities, as many institutions lack the course availability needed for German students to maintain visa status, additionally many Masters level programs are closed to exchange students.
- Proposed solutions include:
The increase of dual listed courses- or classes that are cross listed at both undergraduate and graduate levels. The content would be the same at both levels, however the final project may be different, depending on the instructor or university.

- Teaching assistantships

- Notifying the UW Institution well in advance of the German application deadline, to ensure the availability of courses and programming

- Further issues will be addressed at the CIE meeting, or proposed UW-Hessen Specific meeting

- The question was raised as to at which point a Wisconsin student is counted towards the balance and FTE- the answer is immediately after the student has been accepted by the hosting institution.

**Moving Forward**

- Hessen and Wisconsin institutions wish to be notified that their students have been accepted. The Hessen/Wisconsin Student Exchange Application lists the name and contact information for the “Hessen/Wisconsin Contact” at the student’s home university- please copy this person in the acceptance message, or notify them personally in a separate message.