

Procedures for Dealing with Delegation

When receiving a request for a delegation's visit, CISP and the FD should keep the following in mind:

- I. What are the goals and purposes of this particular delegation's visit?
- II. The extent to which CSUSB maintains academic relationship with this particular delegation?
- III. FD should be the person who will issue the invitation letter so that the delegates can apply for travel visa to the U.S., if the delegates are in overseas
- IV. If the delegation's visit does not have clear academic focus or does not specific goal in forming academic collaboration with CSUSB then the delegation's visit should be either declined or referred to CEL
- V. In addition to following steps and the worksheet delineated in the previous section, CISP and FD should check the following:
 - a. If the delegation belongs to an institution
 - i. If the institution is legitimate? If not, do not accept the request
 - ii. Check MOE and NAFSA databases and other pertinent information to see if the university is from an accredited university?
 1. If not, check for the status of accreditation application. If the university is not accredited or the process of receiving an accreditation is not feasible, then the delegation's visit should be put in lower priority
 - iii. Is the delegation's visit exploratory or an extension of an ongoing academic collaboration with CSUSB?
 1. If there is a scheduling conflict between two or more delegations, the first priority should be giving to an institution with which CSUSB maintains long-term relationship.
 2. Invite president to attend the delegation's visit, if it's a presidential level of campus visit and/or the delegation's visit involves MOU/Agreement signing

3. Depend on the level of the delegates, try to match the level and interests of the delegates
 - a. For example, if the delegates are mid-level administrators then try to match them with similar level of CSUSB administrators
 - b. Try to match the delegates' colleges and departments and their academic interests with appropriate CSUSB departments, faculty members and administrators
 - c. If the delegation's visit involves admission and programmatic collaboration then invite staff from admission, records and evaluations, and coordinator for program development
- b. If the delegation belongs to an agency:
 - i. Check to see if the agent or agency has undergone our proper vetting process
 1. If the agency has not completed the vetting process, then the agency must fill out the Agent Questionnaire and go through proper vetting process
 - ii. If the agent brings a large group of visitors who do not have clear academic collaboration goals with CSUSB, then CISP should either decline the visitation request or refer the delegation to CEL
 - iii. Delegation's visit should have clear academic focus, if the delegates are just visiting our campus for tourism purposes, such as they are just stopping by our campus on the way to Las Vegas, then CSUSB should gently decline the request or refer it to CEL
- c. CSUSB does not cover expenses incurred for the delegation's food, lodging and travel. CSUSB primarily covers the hospitality related to meetings for delegates and CSUSB participants
- d. CISP should prepare the background information of the delegation for participants from both sides, when possible
- e. CISP should follow-up on the delegation's visit with information and thank-you email to the visitors and CSUSB participants of the meetings

- f. FD should monitor the hospitality funds and utilize the funds in accordance with CSUSB policies and procedures
- g. FD and CISP should maintain records of each delegation's visit
- h. FD and CISP should track the results of the delegation's visit
 - i. FD and CISP enter the delegation's visit on an excel file to maintain and track records of the visit
 - ii. Check whether the delegation brings further collaboration between both institution or CSUSB and an agency
 - 1. Whether the delegation's visit produces concrete academic collaboration and agreements
 - 2. Has an agreement drafted as a result of the visit? Or
 - 3. Has the visit produced concrete collaboration such as faculty /student exchange or study abroad program?
 - iii. Check whether the delegation's visit helps support the mission and strategic goals of CISP and CSUSB
 - iv. Check whether the delegation's visit enhances international student enrollment
 - v. Determine whether CSUSB decides to form a delegation to visit the partner institution to reciprocate and to further solidify academic relationship with that particular institution