Diplomacy Institute Internal Advisory Committee Charter

Adopted November 4, 2020

I. Purpose:

The purpose of the Diplomacy Institute Internal Advisory Committee (hereinafter referred to as the “Internal Committee”) is to provide opportunities for the University of Houston-Clear Lake’s faculty, staff, and leadership and provide support and non-binding recommendations for UHCL’s Diplomacy Institute. The Internal Committee members will use their experience to support the growth and success of the Diplomacy Institute.

- By the end of the term, the Internal Committee aims to achieve the following:
  - Representatives for each of the University of Houston-Clear Lake (UHCL) Colleges;
  - Coordinate and organize meetings to drive towards achieving the goals of the MOU;
  - Help with engaging the university in cultural-related activities;
  - Conduct the research necessary to offer academic degrees as consistent with the goals of the MOU;
  - Identify the best-practice resources and avenues to conduct personalized diplomacy training;
  - Recommend the best ways to offer continuing education courses, modules, and in some cases, certifications;
  - Conduct and help organize seminars, panels, and conferences within the university in conjunction with the diplomatic missions;
  - Help set up and recommend faculty and student exchange programs between UHCL and universities in Qatar;
  - Help communicate, organize, and arrange opportunities for research and scholarship opportunities with Qatari universities.

II. Membership

The Internal Committee shall consist of no fewer than 7 members. Members will be selected and appointed by the Office of Global Learning and Strategy. Recommendations for membership include, but are not limited to:

- Faculty from disciplines who are developing and teaching courses for the Diplomacy Institute, and those faculty who are otherwise enthusiastic about the general concept;
- Faculty leadership from the areas where courses are being taught;
- Faculty who are opinion leaders for the university;
- Leadership who can facilitate the success of the initiative;
- Faculty, staff, or administrators who have expertise in new program creation or particular skillsets conducive to operational efficiency and success;
- Faculty who work with programs that create opportunities for scholarship, research, and student/faculty exchange;
- Faculty who can enhance and support cross-cultural collaboration and coordination.
III. Meetings

The Internal Advisory Committee for the Diplomacy Institute will meet at least twice monthly, or meet as necessary to keep communication flowing and provide updates on new events or solicit suggestions. This will be held on the UHCL campus or through a virtual platform such as Zoom or Microsoft Teams.

IV. Benefits as an Advisory Member

- Work with global peers: experience valuable networking opportunities.
- Opportunity to share professional expertise, insights, and experiences to develop emerging board leaders.
- Engage in strategic dialogue and participate in robust discussions that will help shape the organization in the future and assist the organization in capitalizing and responding to trends.