1. Charge for the International Programs Administrative Workgroup:
   a. Review administrative processes for International Programs
   b. Address issues in the areas of:
      i. Employment
      ii. Cash collection
      iii. Banking
      iv. Taxes
      v. Purchasing
   c. Recommend policies, procedures and regulations

2. Accomplishments to date:
   a. Reviewed procedures on websites of other universities
   b. Reviewed information from Broward Community College, shared by the International Programs Academic Workgroup
   c. Surveyed SUS Universities
   d. Surveyed USF Colleges and other Academic Units
   e. Assisted the College of Visual & Performing Arts on two international programs
   f. Met with the International Affairs Office for assistance in establishing USF administrative procedures for international programs

3. Complete development of USF procedures for recommendation to the President’s Cabinet