

**KIM KREUTZER**  
Curriculum Vitae

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Office of International Education  
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**PROFESSIONAL EXPERIENCE IN INTERNATIONAL EDUCATION**

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**Office of International Education (OIE) – University of Colorado Boulder** **Feb 2007-present**  
**Associate Director of International Education**

- Manage the process of implementing the OIE Strategic Plan; manage the committee process within OIE and the work plan for the strategic plan
- Manage the student exchange process; including developing new exchanges, negotiating and monitoring written agreements, and keeping exchanges in balance
- Collaborate with other campus units regarding various kinds of international partnerships (faculty opportunities, dual degrees, symposia, memoranda of agreement)
- Conduct outreach to campus units, including meeting with members of the campus community to discuss goals for program development and discuss individual unit plans for international programs
- Maintain and expand a program of internationally-related faculty development opportunities for CU-Boulder faculty
- Manage a system for encouraging new international initiatives with and for other Boulder campus units and work with faculty and staff to implement new ideas
- Serve as one of the campus Fulbright advisors for U.S. student Fulbright applicants
- Coordinate grant writing to support OIE initiatives
- Manage the OIE web site

**Study Abroad Programs - Office of International Education**  
**University of Colorado Boulder** **1988-2007**  
**Associate Director of Study Abroad Programs** (March 2001 to Feb 2007)  
**Study Abroad Program Administrator** (April 1993 to March 2001)  
**Study Abroad Advisor** (August 1988 to April 1993)

Areas of responsibility included:

- **Program management.** Managed over 60 CU-Boulder study abroad programs: developed advising and promotional materials for each program; advised, screened, and selected students; developed and conducted comprehensive pre-departure orientation programs; maintained relationships with program partners and hosts; set program fees; advocated on campus for program support
- **Leadership of program management staff.** Led the program management staff by developing and monitoring policies and processes; provided training as necessary; identified new initiatives that would make processes work better; prepared agenda and facilitated weekly meeting for 8 staff involved in program management
- **Budgeting.** Created program budgets for each of the 160 study abroad programs offered by our office; monitored overall fiscal performance of each program and made adjustments in future budgets as necessary.

- **Strategic planning.** Assisted the Director of the Office of International Education with the implementation of the office's strategic plan; coordinated the work of the office's various strategic plan committees; worked on the development of specific projects (for example, faculty international development grants, web-based faculty/staff international expertise database, international education awards); chaired committee on OIE outreach
- **Data oversight.** Served as the lead person in the office for research on our study abroad students; analyzed relevant data, prepared reports, and monitored data policies and the use of data
- **Support for Director of Study Abroad Programs.** Collaborated with the director on general office management and on specific projects, such as developing and presenting agenda items for the Study Abroad Committee (our faculty-led oversight committee) meetings and negotiating contracts with our partners; filled in for the director when she was not available
- **Staff supervision.** Hired, trained, and supervised two study abroad program assistants
- **Management of intern/peer advisor program (1989-1995).** Created the first student intern position and hired and trained the first intern in 1989; converted the program from an internship program to a peer advisor program in 1993; hired, trained, and supervised interns or peer advisors each year
- **Database.** Developed and maintained a comprehensive database for the study abroad unit; trained the staff in the use of the database and maintained written policies and procedures

#### **ICYE Exchange Program – Colorado-Wyoming Region**

**1983-1989**

**Regional Coordinator – volunteer position** (April 1987 to August 1989)

**Team Member – volunteer position** (October 1983 to April 1987)

(There were no paid staff in the region.)

**Regional Coordinator:** Served as lead volunteer in the region responsible for overseeing regional program operations; supervised all volunteers; provided full services and support for US exchangees going abroad (3-5 full year students annually), foreign exchangees coming to the US (18-23 full year students annually), and US host families; coordinated both with high school and young adult voluntary service exchanges; served as a member of the national committee of ICYE

**Outgoing Student Coordinator and Team Member:** Recruited, interviewed, and oriented US students; served as instructor at language camp for incoming exchangees; interviewed host families; conducted orientation for host families; conducted reentry workshops for returning international exchangees

## **EDUCATION**

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**Master of Arts in Anthropology (emphasis in cultural resource management)**

University of Arizona, Tucson; December 1980

**Bachelor of Arts in Anthropology and Oriental Studies with Highest Distinction and Honors**

University of Arizona, Tucson; May 1978

**Colorado Type A Teaching Certificate** (Social Studies – Secondary; 1985)

Coursework completed at the University of Colorado Boulder

**High School Exchange Student to Kobe College, Japan** (1972-73)

## **INTERNATIONAL EDUCATION MEMBERSHIPS & LEADERSHIP ACTIVITIES**

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### **NAFSA: Association of International Educators** (active since 1988)

- Member of Professional Education Pathways Task Force, 2010-2011
- Curriculum Development Lead for the Professional Practice Workshop on 'Health and Safety in Education Abroad,' 2008-2009
- Graduate of NAFSA's Management Development Program, May 2006
- Member Services Coordinator and National Team Member for NAFSA's Education Abroad Knowledge Community, January-December 2005
- Co-Chair of the Education Abroad Knowledge Committee Working Group of NAFSA's Strengthening Task Force, July-October 2004
- Member of NAFSA's national Trainer Corps, 2004-2010
- Chair of the SECUSSA Data Collection Committee, 2003-2005; Member of the committee, 1999–2008
- Co-chair for Special Events on the Local Arrangements Committee for the 1999 NAFSA National Conference (Denver), 1998-1999
- MicroSIG representative on the NAFSA Region II team, 1994-1997
- Registration Coordinator and Member of the Local Arrangements Committee for the NAFSA Region II Conference (Boulder), 1991
- Participant in NAFSA's *Asia Seminar: An Orientation for Study Abroad Advisers*, November 1990

### **The Forum on Education Abroad** (member since 2005)

- Chair of the Forum's Annual Conference, "Tracing the Experience: From Inquiry to Integration", Denver 2012
- Elected member of the Forum Council (formerly known as the Advisory Council), 2005-2011
- Chair of the Forum's Data Committee, 2007 to present
- QUIP (Quality Improvement Program) Peer Reviewer, 2007 to present
- Project Manager for the Forum's State of the Field Survey, 2005-present
- Member of the Forum's *Education Abroad Glossary Task Force*; 2005-present
- Project Manager for the Forum's Pathways Survey, 2008-2009
- Member of the Ethics Working Group, 2007
- Project Manager for the Forum's Program Management Survey, 2007
- Member of Forum Council Nominating Committee. 2006

### **Colorado Consortium on International Education (CCIE)**

- Member 1988-present
- Co-chair of the CCIE's Study Abroad Group. 2002-2003

### **Arcadia University's Center for Education Abroad**

- National Advisory Board Member, 2005-2008

### **Other Affiliations and Activities**

- Reviewer for *Frontiers: An Interdisciplinary Journal of Study Abroad*. 2009
- Member of the *Interassociational Advisory Committee on Safety and Responsibility in Study Abroad*, 2006 to present
- Trainer at the Rocky Mountain Association of Colleges and Employers Conference; session on *Ecotonos: A Cultural Simulation Exercise in Problem Solving*. 1996
- National Leader of the U.S. delegation to the Ship for World Youth, an intercultural program sponsored by the Prime Minister's Office of the Government of Japan. January-March 1993
- Lead US delegate to one-month international youth conference in South Korea, 1973

## GRANTS AND AWARDS

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- Fulbright International Education Administrator Grant for Japan, 2010
- Co-Principal Investigator for three grants received from the Institute of International Education for a *Fulbright Gateway Orientation*; designed for international Fulbright students at the beginning of their sojourns in the U.S.; hosted at the University of Colorado Boulder campus. 2009, 2010, and 2011.
- Outstanding Volunteer, Safehouse Progressive Alliance for Nonviolence, 1997
- Elected to East Islip High School Hall of Fame, 1994
- Recipient of "Lawrence E. Senesh Award of Merit for Outstanding Accomplishments in Student Teaching" presented by The Colorado Council on the Social Studies, 1985

## PUBLICATIONS

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- *Education Abroad Glossary*. with Chip Peterson, Lilli Engle, Lance Kenney, William Nolting, and Anthony Odgen. The Forum on Education Abroad, 2009.
- *The Forum Pathways to the Profession Survey 2008 - Report and Results*. Co-author with Sarah Spencer and David Shallenberger. The Forum on Education Abroad, 2008.
- *"Defining Terms for Use in Designing Outcomes Assessment Projects"* with Chip Peterson, Lilli Engle, Lance Kenney, William Nolting, and Anthony Odgen in: *A Guide to Outcomes Assessment in Education Abroad* edited by Mell C. Bolen. The Forum on Education Abroad, 2007.
- *NAFSA's Guide to Education Abroad for Advisers and Administrators*. Contributor, *Third Edition*, NAFSA: Association of International Educators, 2005.
- *Strategies for Maximizing Education Abroad Resources*. Contributor, NAFSA: Association of International Educators, 2004.
- Archeological publications list available upon request

## PRESENTATIONS

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- *Fulbright Experiences: Germany, India, Japan, and South Korea: International Education Administrator Seminars*. Presenter at the NAFSA Region II Conference; Fort Collins, Colorado; October 2011
- *Standards of Good Practice Workshop*. Delivered workshop on behalf of the Forum on Education Abroad at USIEF (United States - India Educational Foundation); New Delhi, India; September 2011
- *Assessing Short-Term and/or Faculty-Led Programs*. Workshop presenter at The Forum on Education Abroad National Conference; Boston, Massachusetts; April 2010
- *Do We Need to Change the Way We Talk? Implications of the Forum Glossary*. Presenter at The Forum on Education Abroad National Conference; Boston, Massachusetts; April 2010
- *Make an Impact - Help Define Our Field*. Presenter at the Colorado/Wyoming International Educators Meeting; Denver, Colorado, April 2010
- *Short-term Programming: A Report on the 2009 State of the Field Survey*. Leader and presenter at The Forum on Education Abroad National Conference; Charlotte, North Carolina; March 2010
- *Internationalizing the Campus: Strategies and Resources - Special Focus on Engineering*. Presenter at the Institute of International Education's Annual Best Practices Conference; New York City; March 2010
- *Workshop: Building Partnerships between US and Indian Higher Education Institutions*. For USIEF (United States - India Educational Foundation); New Delhi, India; February 2009
- *Study Abroad Programme: Harnessing Opportunities for Indian Educational Institutions*. EDGE 2009 (Emerging Directions in Global Education Conference); New Delhi, India; February 2009
- *The Forum's Education Abroad Glossary*. Presenter at The Forum on Education Abroad National Conference; Portland, Oregon; February 2009
- *Expanding U.S. Institutional Sending Capacity for Study Abroad*. Presenter at The Forum on Education Abroad National Conference; Portland, Oregon; February 2009

- ***Professionalizing Our Field: A Report on the Forum Data Committee's Pathways to the Profession Project.*** Presenter at The Forum on Education Abroad National Conference; Portland, Oregon; February 2009
- ***Collecting Data on 1 Million U.S. Students Abroad: Issues and Challenges.*** Presenter at the NAFSA National Conference; Washington, DC, May 2008
- ***Professionalizing the Field: Salaries, Workload and Other Job-Related Topics That We Don't Discuss.*** Presenter at The Forum on Education Abroad National Conference; Boston, Massachusetts; April 2008
- ***Data: Beyond Collection.*** Session Chair and facilitator at The Forum on Education Abroad National Conference; Austin, Texas, March 2007
- ***The Forum State of the Field Survey.*** Session Chair at The Forum on Education Abroad National Conference; Austin, Texas; March 2007
- ***Avoiding Scandal: Ethical Relationships Between Study Abroad Providers and Universities.*** Presenter at the NAFSA Region II Conference; Prescott, Arizona; November 2007
- ***Workshop: Safety and Responsibility in Education Abroad.*** Presenter at the NAFSA Region II Conference; Prescott, Arizona; November 2007
- ***Building an Education Abroad Glossary.*** Presenter and facilitator at The Forum on Education Abroad National Conference; Miami, Florida; November 2005
- ***Helping Students Use Language Skills for Deeper Cultural Immersion.*** Session Chair at the Council on International Educational Exchange (CIEE) Annual Conference in Budapest, Hungary; November 2003
- ***SECUSSA Committees at Work for You.*** Presenter at SECUSSA Poster Fair, NAFSA National Conferences; San Antonio, Texas; 2002 and Salt Lake City, Utah; May 2003
- ***Study Abroad Alumni: Channeling Their Enthusiasm to Promote Study Abroad.*** Presenter at NAFSA National Conference; Philadelphia, Pennsylvania; May 2001
- ***Universities and Study Abroad Program Providers: A Match Made in Heaven or...?*** Presenter at NAFSA Region II Conference; Santa Fe, New Mexico; November 2000
- ***Workshop: Data Collection in International Education.*** Workshop Chair, developer, and presenter at NAFSA Region II Conference; Bozeman, Montana, November 1995
- ***What is Gopher? (a MicroSIG session).*** Presenter at NAFSA Region II Conference; Bozeman, Montana; November 1995
- ***Best of Region II: Exchanges with East Central Europe and Russia; Reaching Out for Friendship.*** Presenter at NAFSA National Conference; Miami, Florida; May 1994
- ***Study Abroad Advising: A Balancing Act? and Exchanges with East Central Europe and Russia; Reaching Out for Friendship.*** Presenter at NAFSA Region II Conference; Scottsdale, Arizona; November 1993
- ***NAFSA Asia Seminar: A Report from the Region II Participants.*** Presenter at NAFSA Region II Conference; Boulder, Colorado; November 1991
- ***Automated Office Systems for Study Abroad Units.*** Presenter at NAFSA National Conference; Boston, Massachusetts; May 1991
- ***Workshop: The Basics of Study Abroad Advising and Administration.*** Presenter at NAFSA Workshop; Boulder, Colorado; 1990
- ***Study in Japan: Barriers to and Possibilities for Integration.*** Presenter at NAFSA Region II Conference; Fort Collins, Colorado; November 1989

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## SERVICE TO THE UNIVERSITY OF COLORADO

- **Campus IT Strategic Plan,** Committee member for the ISIS Integration section; 2010
- **OIE representative to MOSES advisory group on new student information system implementation;** 2008-2010
- **Flagship 2030 Task Force on Faculty;** February-August 2008
- **Center for Asian Studies;** Ex-officio member of the Executive Board; 2002-present
- **University of Colorado Leadership Forum;** participant and graduate, 2001

- **Odyssey Project**; committee member – student development and intellectual competence committee; Spring 2000
- **Fallfest program**; Mentor and seminar leader for first year students; 1994-1996
- **University of Colorado Fellows Program**; participant and graduate; Fellows Group Project: *Total Quality Management* prepared for Vice Chancellor Stuart Takeuchi; 1991-1992
- **Racial Conflict Conciliation Team**; training completed in spring 1990
- **Cross-Cultural Mediation Project**; volunteer mediator, 1989-1990
- **Student Affairs Employee Development Committee**; member 1989-1990

## FOREIGN LANGUAGE PROFICIENCY

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- Japanese - intermediate
- German - intermediate
- French - intermediate
- Spanish - beginning
- Mandarin Chinese - beginning

## COMMUNITY SERVICE

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- Volunteer, University of Colorado Museum of Natural History, September 2009 to present
- Volunteer in the Tacana community of San Miguel del Bala in the Amazon Basin of Bolivia, July 2008
- Treasurer and Executive Board Member, Front Range Organization of Women's Ice Hockey Tournaments, a 501(c)4 non-profit organization, 2003-2006
- Judge for Denver University's World Affairs Challenge, a competition for middle and high school students, March 2001
- Volunteer, Safehouse Progressive Alliance for Non-Violence (formerly Boulder County Safehouse), 1995-1998

## EMPLOYMENT HISTORY

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1988 to present	<b>International Education Professional.</b> University of Colorado Boulder, Office of International Education
1987 to 1988	<b>Files/Retention Supervisor.</b> University of Colorado Boulder, Office of Academic Records
1986 to 1987	<b>Substitute Teacher.</b> Adams County District 50 and Boulder Valley Public Schools
1984 to 1986	<b>Seasonal Park Ranger.</b> Mesa Verde National Park, Division of Interpretation
1984 to 1985	<b>Archeological Laboratory Manager.</b> University of Colorado Museum, Boulder, Colorado
1981 to 1983	<b>Staff Archeologist.</b> Nickens and Associates, Montrose, Colorado
1981	<b>Archeologist.</b> Pioneer Archeological Consultants, Lyons, Colorado
1980-1981	<b>Graduate student archeologist.</b> U.S. National Park Service, Western Archeological Center, Tucson, Arizona
Summer 1980	<b>Archeologist.</b> Nickens and Associates, Montrose, Colorado
1979-1980	<b>Intern archeologist.</b> U.S. Interagency Archeological Services, Denver Federal Center, Colorado