

Confucius Institute
The University of Akron

Administrative Activities Review (AAR)

Submitted by

Yang Lin, Ph.D.

Director

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Part I Basic Facts and Description of Confucius Institute

Confucius Institute (CI) at The University of Akron was established in 2008 in a partnership with the Ministry of Education of P. R. China and Henan University. The Agreement for this partnership has just been renewed for another five years (2018-2023).

A. Mission and goals.

The Mission for CI is to promote teaching and learning of Chinese language and culture, support scholarly research on China, expand educational cooperation between China and the United States, and enhance mutual understanding between peoples of China and the United States.

CI's goals are:

1. To establish the Confucius Institute as an educational center for teaching and learning Chinese language and culture

CI takes the lead in planning, organizing, implementing the programs in collaborative with appropriate partners on UA campus and in the Akron community.

2. To establish the Confucius Institute as a support center for scholarly research on China and exchange programs with Chinese universities

CI supports faculty members, students, and other UA units to conduct research on China or participate in an exchange program with a Chinese university. The types of support include, for example, funding, networking, and general orientation.

3. To establish the Confucius Institute as a community center for Chinese cultural enrichment

CI advocates and helps facilitate programs for the purpose of cultural enrichment. The types of support include, for example, providing space or cultural resources, and helping identify sources for funding and cultural expertise.

B. Services.

CI has focused its effort on how to use its programs, events, and activities to accomplish its mission. The critical partners of CI include several offices, colleges, and departments inside the University and a variety of institutions and organizations outside of the University.

Critical partners inside The University: Office of Inclusion & Equity/Chief Diversity Office; College of Arts and Sciences and its Department of Modern Languages; College

of Business Administration and its Institute for Global Business; College of Health Professions; Honors College.

Critical partners outside of The University: Chinese Ministry of Education and Confucius Institute Headquarters; Henan University in China; Jackson High School in Stark county; STEM Middle and High Schools, and St. Vincent-St. Mary School in Summit county; Highland Schools in Medina county; Akron Global Ties; ASIA Inc.

CI's programs, events, and activities have been centered on learning of Chinese language and culture and facilitating exchange programs between UA faculty and Chinese faculty and UA students' study abroad program in China. The participants of these programs, events, and activities are UA students, faculty and staff members, students and teachers from local schools in the greater Akron region (e.g., Summit, Stark, Medina, and Portage counties), and residents in the greater Akron community.

In sum, CI through these programs, events, and activities has helped members of the aforementioned constituencies with their learning Chinese language and culture; it has helped recruit high students to attend UA; it has helped UA study abroad programs by providing comprehensive scholarships for students to study in China; it has helped various exchange programs for UA faculty members to travel to Chinese universities; it has helped develop and strength the relationship between UA and its community partners.

Sample programs, events, and activities by CI between 2015 and 2017 are as follows:

1. January 2015—December 2015

UA Chinese language courses—CI instructors taught five courses at the Department of Modern Languages: Beginning Chinese I & II; Intermediate Chinese I & II; Advanced Chinese reading and writing.

UA Lunchtime Chinese—CI offered free Chinese language classes every Wednesday to students and faculty and staff members.

UA Chinese Corner—CI hosted an event every Friday for students to practice their Chinese language skills one-on-one with a Chinese native speaker while deepening cross-cultural interactions.

UA Akron / Kaifeng Forums—CI hosted this event every Tuesday. These forums are informal, student-to-student conversations about whatever topics the student participants agree to focus on. CI used the distance education technology to create a virtual living room where UA students sit with peers from Henan University in Kaifeng and share their ideas.

Highland HS Campus Visit – February 9, 2015. Highland’s sister school in China, Guangzhou Nanwu HS, visited UA campus for the day. They toured UA campus and the College of Engineering, Sports Science and DL.

Confucius Institute Chinese Language and Culture Outreach Program – February 19, 2015. Over 300 middle and high school students from Hoban, Copley-Fairlawn, Highland, STEM, St. Vincent-St. Mary and Walsh attended this event in Student Union.

Chinese Spring Festival Party – February 20, 2015. In partnership with UA’s CSSA CI hosted the party at the Akron Art Museum and Akron Public Library with a buffet dinner at the museum followed by a performance at the library. About four hundred people attended this event.

HSK Test – March 28, 2015. Testing for Chinese language proficiency for UA and local college students.

Lake Catholic HS Campus Visit – April 20, 2015. Seventeen exchange HS students from China who were attending Lake Catholic HS spent the day on UA campus visiting the College of Engineering, CBA, InfoCision Stadium and campus tour.

Globalization Sensation – May 3, 2015. A celebration of world peace at Our Lady of the Elms, CI represented China with calligraphy, crafts and music.

Chinese Summer Camp on UA campus – June 15 – 19, 2015. The theme for camp was “Chinese Folk Tales” and CI hosted 30 middle and high school students.

Global Village – September 13, 2015. Global Village is an event in Akron’s Lock 3 celebrating diversity in our city visited by over 500 people. Confucius Institute participated in activities related to teaching the community about Chinese culture.

UA Diversity Week – September 14 – 18, 2015. Confucius Institute participated in this university event with morning TaiChi September 14 & 15 and kite flying September 16 & 17.

Akron Marathon Health & Fitness Expo – September 25, 2015. Confucius Institute participated in the expo at the John S. Knight Center, educating runners on the health benefits of drinking tea. Over 5,000 attended the expo.

Akron marathon Kid’s Fun Run – September 25, 2015. Confucius Institute participated in the kid’s run at Lock 3 with our Chinese panda and dragon. Over 10,000 children and parents attended this event.

Chinese Mid-Autumn Festival – September 25, 2015. CI sponsored UA’s CSSA with funding support so UA students could celebrate the holiday with games and moon cakes.

Tianjin University Martial Arts Performance Troupe – October 5, 2015. The Tianjin performance troupe with the Confucius Institute performed at Jackson High School with over 400 students in attendance and Our Lady of the Elms with over 200 in attendance.

Henan Delegation Visit to UA – October 14, 2015. Four members from Henan University visited UA to meet with the President and Provost, College of Engineering, Modern Language Department and CI board members Dr. Chand Midha and Dr. John Green.

Capitalizing on Global Opportunities – November 12, 2015. Confucius Institute participated in the Jackson High School event promoting the importance of learning Chinese language.

Confucius Institute Global Conference – December 5 – 7, 2015. UA Confucius Institute participated in the global conference in Shanghai, China attendees to the conference were Holly Harris Bane and Lakeesha Ransom.

First Night Akron – December 31, 2015. Confucius Institute participated in the Akron New Year’s Eve event at the entrance of the Akron Public Library Main St. CI demonstrated calligraphy, papercutting and dragon dance.

2. January 2016 to December 2016

UA Chinese language courses—CI instructors taught a course at the Department of Modern Languages (Advanced Chinese reading and writing) and conducted 30 minute weekly face-to-face tutoring sessions with each student in both Beginning Chinese I & II.

UA Lunchtime Chinese—CI offered free Chinese language classes every Wednesday to students and faculty and staff members.

UA Chinese Corner—CI hosted an event every Friday for students to practice their Chinese language skills one-on-one with a Chinese native speaker while deepening cross-cultural interactions.

UA Akron / Kaifeng Forums—CI hosted this event every Tuesday. These forums are informal, student-to-student conversations about whatever topics the student participants agree to focus on. CI used the distance education technology to create a virtual living room where UA students sit with peers from Henan University in Kaifeng and share their ideas.

Diversity Day at Plain Local Schools (Stark county) – January 14, 2015. CI went to Plain Local Schools demonstrating Chinese language, art and culture.

Chinese Spring Festival Party – February 5, 2016. In partnership with UA’s CSSA CI hosted the party at the Akron Art Museum and Akron Public Library with a buffet dinner at the museum followed by a performance at the library. UA’s President Wilson and other 400 people attended this event.

Confucius Institute Chinese Language and Culture Outreach Program – February 8, 2016. 316 middle and high school students from Hudson, Hoban, Jackson, Plain Local, STEM MS, St Vincent-St. Mary visited UA campus to learn Chinese language and culture.

Minority Health Fair – April 2, 2016. CI participated in this event hosted by the College of Health Professions, and CI had a booth representing China.

Chinese Bridge Speech Competition – April 8 – 10, 2016. UA student Ms. Kaley Franks participated in the Chinese Bridge Speech Competition in New York and won a Top-prize award.

HSK Test– April 16, 2017. Testing for Chinese language proficiency for UA and local college students.

Explore the World Through Stories – May 13 – 14, 2016. This event was hosted by the Akron Public Library and Global Ties, and the Confucius Institute taught Chinese language classes on Friday to 1st – 3rd graders and participated in the culture fair on Saturday with a booth displaying Chinese culture.

Chinese Buddhist Monk Visit to UA – May 25, 2016. In cooperation with Department of Sociology and Center for Conflict Management, CI hosted Ven. Shih Dengjue’s visit to UA, and he spoke to students about Zen and health.

Chinese Summer Camp – June 13 – 17, 2016. Confucius Institute hosted for 30 middle and high school students a summer camp where students learned Chinese language and culture. The theme for camp was “Travel to China; Year of the Monkey”.

UA Honors College – Summer Session, 2016. CI Professor Qiaofei Zheng taught Chinese language classes to UA students during summer session.

UA’s China Week – September, October, & November, 2016. Confucius Institute sponsored speakers who visited the UA colleges speaking to students about China’s business, government and health.

Global Village Festival – September 17, 2016. Confucius Institute participated in Global Village which was held at the Jennings Community Learning Center in North Hill. CI promoted Chinese language and culture during the event.

UA Diversity Week – September 19 – 23, 2016. Confucius Institute participated in this university event with morning TaiChi September 20 and kite flying September 22.

Akron Marathon Health and Fitness Expo – September 23, 2016. Confucius Institute participated in the expo at the John S. Knight Center, educating runners on the health benefits of drinking tea. Over 5,000 attend the expo.

Akron Marathon Kid's Fun Run – September 23, 2016. Confucius Institute participated in the kid's run at Lock 3 with our Chinese panda and dragon. Over 10,000 children and parents attend this event.

Chinese Mid-Autumn Festival – September 23, 2016. CI sponsored UA's CSSA with funding support so UA students can celebrate the holiday with games and moon cakes.

Capitalizing on Global Opportunities – November 10, 2016. Confucius Institute participated in the Jackson High School (Stark county) event promoting the importance of learning Chinese language.

Akron First Night – December 31, 2016. Confucius Institute participated in the Akron New Year's Eve event at the John S. Knight Center; CI demonstrated calligraphy, papercutting and dragon dance.

3. January 2017 to December 2017

Chinese Spring Festival Party – February 3, 2017. In partnership with UA's CSSA CI hosted the party at the Akron Art Museum and Akron Public Library with a buffet dinner at the museum followed by a performance at the library. UA's President Wilson and more than 400 people attended this event.

Confucius Institute Chinese Language and Culture Outreach Program – February 16, 2017. More than 200 middle and high school students from Lakewood, Jackson, Cuyahoga Valley Christian and STEM HS visited UA campus to learn Chinese language and culture. UA's President Wilson offered opening remarks.

CI Regional conference – February 17, 2017. UA CI hosted the regional Confucius Institute meeting with CIs from University of Toledo, Cleveland State University, University of Miami and core teachers from CI classrooms.

Chinese Buddhist Monk Visit to UA – March 23, 2017. In cooperation with Department of Sociology and Center for Conflict Management, CI hosted Ven. Shih Dengjue’s visit to UA, and he spoke to UA students and faculty members about “Right Thoughts and Wellbeing in Uncertain Times.”

Chinese Speech Competition at Kent State University – April 26, 2017. UA Confucius Institute sponsored the speech competition for KSU Chinese language students.

President Wilson signs MOU with Henan University – April 26 – 29, 2017. President Wilson visited Henan University to sign the MOU, and his visit was arranged by CI.

Exploring the World Through Stories – May 10, 2017. This event was hosted by the Akron Public Library and Global Ties, and Confucius Institute taught Chinese language classes on Friday to over 300 1st – 3rd graders.

Honors College – Summer Session, 2017. CI Professor Qiaofei Zheng taught Chinese language classes to UA students during summer session.

Global Village Festival – September 16, 2017. Confucius Institute participated in Global Village which was held at the Jennings Community Learning Center in North Hill. CI promoted Chinese language and culture during the event.

Confucius Institute Chinese Language and Culture Outreach Program – September 27, 2017. Middle and high school students from Lakewood, Jackson, Cuyahoga Valley Christian and STEM HS visited UA campus to learn Chinese language and culture. President Wilson offered opening remarks.

UA Diversity Week – September 25 – 30, 2017. Confucius Institute participated in this university event with kite flying September 28.

UA’s China Week – September and October, 2017. Confucius Institute sponsored speakers who visited the UA colleges speaking to students about China’s business, government and health.

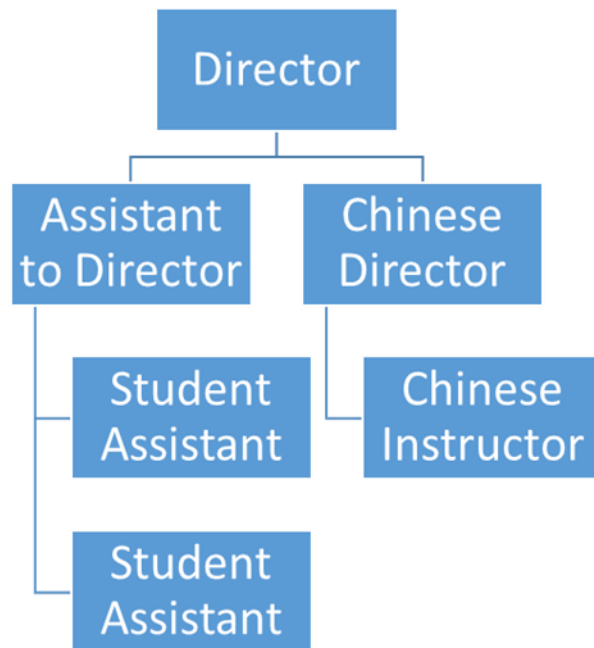
Chinese Mid-Autumn Festival – October 4, 2017. CI Dr. Xiuhua Liu hosted a party for UA students teaching them about the celebration of the festival in China.

Akron First Night – December 31, 2017. Confucius Institute participated in the Akron New Year’s Eve event at the John S. Knight Center; CI demonstrated calligraphy, papercutting and dragon dance.

C. Resources.

The annual operation of CI has been largely supported by the personnel and the funding provided by Chinese Ministry of Education and its Confucius Institute Headquarters. UA has provided only one-fourth of the salary/benefits for a full-time staff member, and three annual course releases for the faculty member who serves as the director. CI uses its own funds to hire 2-3 student assistants annually.

1. Personnel and organizational chart



a. Major responsibilities for the Director

- 1). Abiding by the Constitution and By-Laws of the Confucius Institutes and the Agreement;
- 2). Having a practical understanding of the capital management regulations of the institution in which the Confucius Institute is operated and the Regulations for the Administration of Confucius Institute Headquarters Funds;
- 3). Drafting development strategy; executing plans for annual projects, implemental efficacy reports, budget proposals, and final financial accounts, etc.;
- 4). Drafting regulations for personnel and financial management for the Confucius Institute; taking charge of personnel and financial management;
- 5). Establishing and sustaining archive management. The archives shall include relevant agreements, minutes of meetings of the Board of Directors, annual plans and reports, important letters, files of students and instructors, registration records of fixed assets and bills, publicity materials, pictures of activities, media coverage reports and stories, etc.;

- 6). Designing a variety of curriculum schemes, instituting general regulations for admission, and organizing assessment of teaching and teacher training programs;
- 7). Formulating market development schemes;
- 8). Organizing Chinese language and culture promotional activities;
- 9). Being responsible for reporting to the Confucius Institute Headquarters, submitting work briefings biannually, and reporting major events and their summaries as required by the Headquarters;
- 10). Carrying out research on local language policies and demand for Chinese language instruction;
- 11). Conducting exchanges and collaborations with local governments, schools, enterprises, organizations, and media, etc.;
- 12). Attending the Confucius Institutes Conferences and submitting exchange materials upon request;
- 13). Joining the Board of Directors at the Confucius Institute for which he/she works and calling for provisional Board meetings when necessary;
- 14). Understanding the operation and functions of different departments within the Confucius Institute Headquarters, becoming familiar with the resources of the Headquarters and application procedures for books and teaching materials, instructors and volunteers, HSK (Chinese Proficiency Test) test centers, Certificate for International Chinese Language Instructors test centers, Confucius Institute Scholarships, summer and winter camps, expert lecturing groups, and exhibition and performing groups, etc.
- 15). Facilitating communication between the Headquarters and the affiliated Confucius Classrooms.

b. Major responsibilities for the Assistant to Director

- 1). Coordinate CI office functions while providing administrative support to Director of CI and associated faculty members;
- 2). Assist in the planning and implementation of special events and projects;
- 3). Serve as liaison among international faculty and the Akron campus/community.
- 4). Maintain calendars, attend and organize meetings, coordinate special events and travel arrangements and composes correspondence;
- 5). Update and manage computer databases and file systems;
- 6). Create spreadsheets and documents for the completion of projects;
- 7). Assist temporary and permanent visiting scholars with inclusive activities including contacting landlords to make housing arrangements, contacting schools in the area, contacting health care facilities, etc.
- 8). Interact with the Office of International Programs & Human Resources and assist with travel arrangement and USCIS procedures as needed by the visiting scholars;

- 9). Assist in the coordination and creation of marketing materials (traditional and electronic) for the Confucius Institute;
- 10). Attend meetings on behalf of the CI as necessary;
- 11). Monitor budgets; make purchases as necessary for the CI office;
- 12). Prepare various reports as requested by the division administration for the purpose of tracking expenses, evaluating project progress, analyzing departmental procedures and recommending changes;
- 13). Direct the support staff and supervises student assistants;
- 14). Interpret policies/procedures and transmit decisions and directive of the administration;
- 15). Manage student assistants.

c. Major responsibilities for the Student Assistants

- 1). Assist the Directors of the Confucius Institute with logistical needs.
- 2). Assist the faculty members from Henan University as they adjust to the UA and Akron community.
- 3). Assist scheduling and development of programs and budgets for the Confucius Institute.
- 4). Assist corresponding with students, administrators, Henan University and its teachers, organization and community contacts.
- 5). Assist and perform office work, including maintenance, ordering supplies, answering phone calls and directing them to key persons, directing emails to right persons, recording meeting minutes, receiving coming visitors to office and providing necessary information for them.
- 6). Assist and manage CI book circulation, including recording all in and out books, cataloging books and periodicals, etc.
- 7). Assist and perform special assignments related to the Confucius Institute.

*Note. Both the Chinese Director and the Chinese Instructor are non-UA personnel.

2. Financials.

a. The annual financial supports from Chinese Ministry of Education and its Confucius Institute Headquarters for the last three years, 2015-2017, are as follows:

Year	2015	2016	2017
US\$	176,000	249,000	254,000

CI submits its budget proposal (i.e., annual programs) to its Headquarters. The Headquarters evaluate the proposal and allocate its funds according to its assessment of the feasibility of each program. Because the final allocation has always come late from the Headquarters each year, there have been many proposed programs that were approved with full or partial support, but had to be

run at a later time. That is, funds had been incumbent to programs and were spent later in time. If a program is not run, the money for the program has to be returned to the Headquarters. CI has never encountered any budget deficit because of its funding mechanism.

UA's financial support for the staff's salary/benefits has been approximately \$10,000/year.

3.Space.

CI currently occupies an office suite in Quaker Square (Suite 303). The location of the office has been ideal for our services: its accessibility to people of different constituencies. There is a media center with a collection of books and other multimedia materials for Chinese language and culture learning in the suite.

Part II Future plans.

In the near future, CI plans to reconstitute its Board of Directors which has not met for the last three years due to UA's personnel changes. With the new leadership in place, CI needs to develop a strategic plan for next five years. The plan provides a guidance for CI annual programming. However, all is contingent largely upon the annual funding provided by Chinese Ministry of Education and its Confucius Institute Headquarters.