Faculty Senate International Programs Committee

November 12, 2009

MEETING MINUTES

3:30-4:30 pm, UC 333 – Apple River Room

Attendees: Rader (Chair), Cooper, Greene, Johnson, Ngoboka, Tiedeman, Trechter, Ward

Called to order at 3:30 p.m.

Minutes approved with small modification by consensus for October 29, 2009.

Reports:

Charlie and Brent on Task Force:

- Task force met yesterday to look at risk management
  - Reviewing handbook
  - Look at operational and procedural aspects
  - Brent querying colleagues – operational handbooks, sampling of other schools and hope to come up with best practices
  - Tour leader – should have one page double sided sheet – standardized procedure for emergencies.
- Query about task force duty clarification – noted that has a charter
- Sort out what belongs in program development vs. handbook guide
- Task force called due to necessity of clarifying risk management
- Discussion – independent travel – clarification of responsibilities. Students need to sign document indicating that understand when independent travelers
- Committee will be provided with: current handbook, charter for task force and ACIS 7, policy document for minimal level for international program.

Old Business:

I. Study Tour Leader Compensation: Business from last year that compensation for study tour leaders be at least commensurate with J-term salaries.

II. Prioritization of recommendations:

- Item 1 – moderate high (more ‘why’ in program development)
• Item 2 – stop using ‘study tour’ – High Priority. Handled by motion?

• Item 3-goals and outcomes to be identified Later issue

• Item 4- Use of Academic plans to identify options – Later and linked to Item 3 in curriculum development

• Item 5 – High -Audit of existing programs –Comments that need to know what have before can recommend any changes; take inventory of what have. Brent can send a spread sheet of programs. What is the curriculum home for each of these programs? Discussion – central place to keep copies of syllabi. Suggested that Global Connections might house if directed to do so. Noted that many have gone through university curriculum committee, but suggested not good to archive as no physical location. Suggested copy to global connections – could make syllabus available to students. If electronic, could be on global connections website and linked to the college. Should be clear has a college home. Trying to make campus oriented.

• Item 6 – Later and after 5 – partners (e.g. Abbey Program for us or WIS for other campuses) Something faculty don’t do directly that run through someone else. Alternative programs not so labor intensive, much more expensive for students. Someone from campus sent to ‘vet’ program. Suggested that one of purposes of this committee can be to define what kinds of programs we want to have. May consider this item as important but after 5. Consultants – fewer and more focused. Commenting that faculty led – internationalize faculty who then do this for students. Suggested 6 and 9 should be linked (improving sustainability)

• Item 7 – High - faculty handbook e: make recommendations for study abroad proposals. F: act as assessor of programs and maintaining standards. High need vetting process for these programs. Concern – membership changes every year. If we don’t do it, need to figure out who will. Pro for this committee – campus wide and not aligned with any specific college. Concern – lack of experts in reviewing programs.

• Item 8 – High -workshops – coming out of risk assessment.

• Item 9 – Sustainability of programs linked to 6.

• Item 10 – Separating Brent’s roles. Concern - conflict of interest. Will discuss with provost. Queried if our job. View presented that would like this committee to make a recommendation.
● Item 11 – Moderate - Transparent process for selecting for faculty and staff participation in WIS program. Suggest might change to include other programs as well.

Meeting adjourned at 4:38. Next meeting next Thursday, November 19, 3:30-4:30.

Respectfully submitted,

Gay Ward