EDUCATION ABROAD COMMITTEE MEETING OF THE FACULTY SENATE
MEETING MINUTES

Meeting Called by: Iyonka Strawn-Valcy (Chair)               Meeting Date: 12/12/2016
Facilitator: Iyonka Strawn-Valcy (Chair)                  Transcriber: Nadine Jones

Meeting Location: Town Point Conference Room 2220

Attendees: Diana Barber, University College (Guest); Ken Hill, Honors College (Skype call); Hai Ho, College of Engineering; Jun Ji, College of Science & Mathematics; Nadine Jones, Division of Global Affairs (Ex-Officio); Tara McDuffie, Division of Global Affairs (Ex-Officio); Doug Moodie, Coles College of Business; Paul Parker, Enrollment Services Division (Ex-Officio); Teresa Raczk, College of Humanities & Social Sciences; Michael Sanseviro, Division of Student Affairs (Ex-Officio); Sabine Smith, College of Humanities & Social Sciences (Ex-Officio); Iyonka Strawn-Valcy, Division of Global Affairs (Ex-Officio); (Ex-Officio); Tien Yee, College of Engineering

Absentees: Yuri Feito, WellStar College of Health and Human Services; Ashley Johnson, Division of Global Affairs (Ex-Officio); Diana McClintock, College of the Arts; Shelbee Nguyen, University College; Ermal Shpuza, College of Architecture & Construction Management; Natasha Thornton, Bagwell College of Education

Meeting was called to order at 3:03 pm

Acknowledgements and Welcome of New Members

- Tien Yee, College of Engineering and Engineering Technology

Overview of Agenda

Approval of Meeting Minutes:

- Motion: To approve 8/30/2016 meeting minutes and confirm electronic program approvals.
- Resolved: The minutes of the 8/30/2016 committee meeting and the following electronic decisions are approved.

Third Party Programs and Outgoing Transients

Ms. Strawn-Valcy introduced discussions relating to faculty led programs using third party affiliates. Students may also partner with third parties as outgoing transient study abroad students. Education Abroad would like to provide additional guidelines to guide students in selecting reputable third party programs.

- Guest Speaker, Diana Barber: Presentation on experience working with CEPA (Diana Barber departed 3:37 pm)
- Presentation of document draft: Education Abroad Advisory Committee Task Force: Working with External Programs (Iyonka Strawn-Valcy)
Please see attached document (below) for additional details

- Presentation of document draft: Checklist for Third Party Programs (Iyonka Strawn-Valcy)
- Presentation of document draft: Outgoing Transient Pre-Assessment Guide (Iyonka Strawn-Valcy)

For faculty working with third parties – recommend adding questions to the program proposal addressing who is responsible for developing, designing, and teaching on the program. Create a task force related to third party/program provider approvals.

- Motion: To approve Checklist for Third Party Programs and Outgoing Transient Pre-Assessment Guide documents and recommendations made by EAAC Task Force on Working with External Programs.
- Resolved: Documents and recommendations are approved.

KSU Faculty-Led Salary Proposal

Discussion regarding updated salary model for faculty that are listed as the instructor of record for courses that are being taught on KSU education abroad programs but the course instruction is being provided by another individual(s) when in-country. For these cases the proposed salary model is $82.50 x Number of Students x Number of Credits for faculty serving as facilitators/administrators for courses. Different scenarios and timelines were discussed. This salary model will be sent to Academic Affairs and made effective immediately.

Please see attached document (below) for additional details

- Motion: To approve KSU Faculty Salary Proposal for faculty-led programs
- Resolved: KSU Faculty Salary Proposal for faculty-led programs is approved.

KSU Faculty-Led and Faculty-Facilitated Research/Internship Salary Proposal

Discussion regarding proposal which outlines the modifications of Education Abroad faculty salary related to research and internships for consistency, equity, and to ensure programs remain affordable for students within USG guidelines related to compensation and student fees/charges. Development of a distinct salary model for this program type allows for potential program design that can be promoted and incentivized to faculty who are currently involved in facilitating research and internships abroad. Committee discussed different scenarios this would apply to. Discussions will take place with impacted programs/faculty members and proposed models will be effective immediately if approved.

Proposal for Faculty-Led Research/Internship: $165 x Number of Students x Number of Credits

Proposal for Faculty-Facilitated Research/Internship: $82.50 x Number of Students x Number of Credits

Please see attached document (below) for additional details

- Motion: To approve KSU Faculty-Led Research/Internship Salary Proposal
- Resolved: KSU Faculty-Led Research/Internship Salary Proposal is approved.

Meeting adjourned at 4:25 pm
Education Abroad Advisory Committee Task Force:
Working with External Programs

There are a multitude of reasons to partner with external education abroad programs (3rd party programs). The Education Abroad Office requires a selection and vetting process for external programs for: individual student experiences, purposes of faculty and DGA (institutional programs) working with external programs, and ultimately the decision to develop a partner agreement with any external programs (for either of the former scenarios).

The following processes were recommended by this task force:

**A. Individual Student Experiences:** Develop a required questionnaire specifically related to the external program and the specific program for students on the front-end with guidelines for students and included in the student application which encourages the student to do more thorough research on their program of choice. Guidelines should include the following:

1. **Risk Management:** Safety protocols, on-site staff person and insurance
2. **Academics:** Questions related to accreditation, course approvals, applicable to degree program, transferring of credits (processed through US based institution or international institution requiring evaluation), cost to have credits transferred/evaluated
3. **Program Cost:** What is included in program price? (List items to be considered – housing, meals plans, insurance, transportation, visa, airfare, etc.)

Please see a draft example of the required student guidelines attached.

*Note: An additional template letter for Departmental/Chair buy-in was mentioned but there may be complications with including this in the process due to multiple departments being involved in the outgoing transient process.*

If an institution such as UGA has an affiliation agreement with an external program (see below), we can utilize this cross-reference approval process for nationally-recognized programs and for smaller organizations, they will need to be vetted through this task force.

Disclaimer: If students decide to proceed with a program that does not meet standard recommended requirements and is not approved DGA/EAO will need to communicate this to the student.

**B. Faculty utilizing external programs for their faculty-led programs:** As long as faculty follow the OFA process for parallel quotes from similar organizations, this is still allowable. EA can create a new proposal for external programs that focuses on liability, quality control, expenses, and faculty effort and compensation. This new proposal can include similar aspects from the traditional faculty–led proposal to achieve the collection of necessary data. *Please see a draft of that proposal below. It is still in its draft stages but is still very similar to the original proposal. Your feedback is appreciated.*

https://www.surveymonkey.com/r/G97QQYZ

**C. Student Experiences, Institutional Programs and Affiliation Agreements:** An external program vetting process needs to be established. Similar to the OFA vendor approval process, an application should be created for those that we are interested in partnering with (and subsequently
included on the EA website). Submission of an application does not grant automatic approval however; approved applications may be extended an affiliation agreement. Also similar to the OFA approval process, there are also a list of "Approved Vendors" that have been previously vetted by OFA. "Approved External Programs" can be those institutions that have been found to have existing relationships with USG institutions. This can provide an additional protection under USG since this indicates that there is an existing agreement in place and a vetting process. If an institution such as UGA has an affiliation agreement with an external program, we can utilize this cross-reference approval process for nationally-recognized programs and for smaller organizations, they will need to be vetted through this task force. Please see the below link for a draft of an EA affiliate application. Your feedback is appreciated.

https://www.surveymonkey.com/r/HRCK8BF

Note: UNG and UGA were mentioned as institutions of good sources for external program listings/affiliations. Additionally, once approved, once affiliates are approved, DGA reserves the right to implement affiliate requirements. Approved affiliates information will be displayed on the education abroad website as a preferred program provider and your program will be advertised to students.

Additional Professional Development Suggestions: Panel Discussion on different ways to create/design a program which is opened to all faculty. (This should take place before the Seminar for New Faculty. Panel can provide over view and Seminar provide more in depth information.)

KSU Education Abroad Faculty Salary Proposal

The faculty-led program Faculty Director serves as the designated leader of a faculty-led education abroad program. Faculty Directors are responsible for the program design, all academic and curricular decision-making as well as onsite teaching for their program. Faculty Directors are also responsible for the complete in-country administration of their programs. Faculty Directors work collaboratively with their assigned Program Coordinator staff to navigate relevant policies, procedures and protocols of the education abroad process as well as recruit and advise students, develop and manage program logistics and manage risk factors.

Current KSU Faculty-Led Program Salary: $165 * #of Students * #of Credits

Example: $165 * 10 students * 6 credits = $9,900 Education Abroad Faculty Salary

In cases where faculty do not teach the totality of the course on-the-ground because they have partnered with a local institution or organization to teach the course, the faculty remains the instructor of record and administrator/facilitator. The faculty is also still responsible for submitting the grades. In this case, the faculty serves as facilitator but is not the onsite instructor. In many cases students pay an additional fee for this service that is included in their program fee (in addition to their tuition for the course). Common examples are language courses taught at an international institution or language school but not by the Faculty Director or Participating Faculty. With this scenario the proposed salary for administering the course:

$82.50 * #of Students * #of Credits

Example: Dr. Jones is serves as Faculty Director on the Argentina program. The program has 10 students. The program requires that students take 3 courses at 3 credits each. Dr. Jones teaches a (1) 3 credit culture course and the local language school teaches a menu of language courses and the students take two (2) courses from that roster at an equivalent of 3 KSU credits each. Dr. Jones is not teaching the
language courses and each student pays an additional $250 in their program fee for the language school matriculation.

1. **Current Formula:**

\[ \text{Salary} = 165 \times \text{# of Students} \times \text{# of Credits} \]

\[ \text{Total Salary} = 14,850 \]

2. **Proposed Formula:**

\[ \text{Salary} = 165 \times \text{# of Students} \times \text{# of Credits} \]

\[ \text{Culture Course Taught by Dr. Jones: } 4,950 \]

\[ \text{Language Courses Facilitated by Dr. Jones: } 4,950 \]

\[ \text{Total Salary: } 9,900.00 \]

**Note that this only impacts program designs where courses are not taught by the KSU Faculty Director.**

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**KSU Education Abroad**

**Faculty-Led Research/Internship Salary Proposal**

Research, Directed Studies, and Internships include all credit-bearing international education travel outside of the traditional faculty-led or exchange programs such as credit-bearing independent study, research, internship, or clinical rotations. This category does not include independent, non-credit-bearing international travel, as such travel is not considered University-sponsored.

In most cases, KSU students independently identify these experiences and must identify a faculty-member to serve as instructor-of-record. In this case, the faculty-member will not travel with the student but provide academic guidance for their experience: For example an EAO student is doing an internship abroad in Australia and found the internship opportunity on his own. He approached a faculty in the business school to support his internship for credit and they create an agreement/syllabus between them for which the student will be graded.

In other cases, such as with the newly-emerging faculty-led internship/directed study the program Faculty Director serves as the designated leader of a faculty-led program. They are responsible for the program design, all academic and curricular decision-making as well as onsite teaching for their program (currently to different degrees of instruction). Faculty Directors are also responsible for the complete in-country administration of their programs. Faculty Directors work collaboratively with their assigned Program Coordinator staff to navigate relevant policies, procedures and protocols of the education abroad process as well as recruit and advise students, develop and manage program logistics and manage risk factors.

The below proposal has two purposes: 1) To streamline the salary model for these programs and 2) To provide equity in salary based on the range of intensity for the programs. EAO has experienced emerging faculty participation in these models and want to ensure all are compensated in a manner that is equitable and consistent.

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**I. Salary Structure**

**Faculty-Led Research/Internship:**

**Current KSU Faculty-Led Program Salary:** $165 * # of Students * # of Credits
Example A: Student A has learned that Dr. Jones coordinates international internships in Argentina through professional contacts she has there. Student A speaks with Dr. Jones and they develop a customized internship for her based on the learning goals defined by Dr. Jones that match the Student A’s academic needs. Dr. Jones develops a syllabus for Student A and Student A travels to Argentina and communicates frequently with Dr. Jones to support the customized internship’s academic requirements. In most cases, Dr. Jones will travel to Argentina during Student A’s experience for a monitoring visit or prior to the experience to ensure all aspects (housing, excursions, and on-site mentorship) are prepared.

Salary Example A: $165 * 1 internship student * 3 credits = $495.00 Education Abroad Faculty Salary

In cases where faculty have limited involvement in the internship because they do not develop the course, but liaise with a local contact and thus, did not identify the opportunity, do not teach the totality of the internship or research course on-the-ground because they have partnered with a local institution or organization to teach the course, the faculty remains the instructor of record and administrator/facilitator. The faculty is also still responsible for submitting the grades. In this case, the faculty serves as facilitator but is not the onsite contact.

Faculty-Facilitated Research/Internship:

Current KSU Faculty-Led Program Salary: Varies

Example B: A Nicaragua internship/directed study with a local organization provides most of the training, arranges housing, and transportation for the student. Student B meets and makes arrangements with the faculty related to learning objectives and they create a learning agreement. That faculty will serve as instructor-of-record for the experience but will not make a visit or put in many hours of work on the “program”. However they will recruit and support students for this experience.

Example C: Student C identifies the agency and parameters of their work abroad in China and the agency identifies a location where the student will work, which typically will include their lodging and meals. Student C would like to receive foreign language credit since they will be immersed in the host country’s language and culture throughout the experience so they approach faculty in that department. They mutually develop learning objectives and a learning agreement for directed study or internship. The faculty is instructor-of-record and grades the reports or projects. The faculty does not travel with the student.

Example D: Student D has identified an engineering internship in Argentina though Global Links and would like to receive academic credit. Student D has worked with Global Links and paid an additional fee to the third-party program to coordinate the internship and the learning goals. The Education Abroad Office has referred Student D to the College of Engineering so that one of their departments can best identify a faculty willing to support the internship load. Student D contacts Dr. Jones who agrees to serve as instructor of record and liaise with Student D regarding a learning contract with the student while he is in Argentina.

With this above three scenarios, the proposed salary for administering the course:

Proposed Salary: $82.50 * #of Students * #of Credits = $247.50 Education Abroad Faculty Salary

II. Salary Limit

For both models if the faculty is not traveling abroad with the students they will receive a salary cap of 3 teaching credits per student, regardless how many credits the students are taking.