



<b>Issuing Department:</b> DGA/Education Abroad Office	<b>Document Title:</b> Education Abroad Committee Policies
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EAAC 1000 covers The Education Abroad Committee’s (EAAC’s) internal policies and procedures, recommendations for the development of education abroad programs, and the process for proposing a program.

## I. GENERAL COMMITTEE INFORMATION

### Purpose:

The Education Abroad Advisory Committee of the Faculty Senate (EAAC) collaborates with the [Education Abroad Office](#) and [The Division of Global Affairs](#) as an advisory and decision-making committee to review education abroad program proposals and to make policy recommendations for Education Abroad campus-wide. The EAAC works collaboratively with the university’s academic colleges and departments, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated policies. The Director of Education abroad and Exchange Programs chairs this committee.

### Membership:

Voting Members (12): Twelve tenured, tenure track or full-time permanent faculty, one elected from each Academic College. Faculty elected to serve on this committee should have demonstrated previous involvement and commitment to Education Abroad and/or Global Learning:

- Bagwell College of Education - Sohyun An
- Coles College of Business – Doug Moodie
- College of Architecture and Construction Management – Ermal Shpuza
- College of Computing and Software Engineering – Jeff Chastine
- Honors College – Ken Hill
- College of Humanities and Social Sciences – Teresa Raczek
- College of Science and Mathematics – Scott Reese
- College of the Arts – Edward Eanes
- Southern Polytechnic College of Engineering & Engineering Technology – Hai Ho
- University College - TBD
- WellStar College of Health and Human Services – Yuri Feito
- Graduate College - TBD

Faculty members serve staggered two-year terms based on Academic Years so that the composition of the committee will have a mix of experienced and new members. Two-year committee membership cannot be renewed for a second consecutive term.

Ex Officio Members (8+):

- The Director of Education Abroad and Exchange Programs – Iyonka Strawn-Valcy
- The Assistant Director of Education Abroad and Exchange Programs – Tara McDuffie
- A representative from the Education Abroad Advising Team – Gil Eisner
- A representative from the Division of Global Affairs – Ashley Johnson
- An Administrator from the Division of Student Affairs – Michael Sanseviro

- An Administrator from Enrollment Services – Paul Parker
  - An Administrator from the Office of Diversity and Inclusion- TBD
  - A faculty member from the Department for Foreign Languages – Sabine Smith
- This is a non-voting role and does not replace the CHSS voting faculty member. This role is elected within the College of Humanities and Social Sciences/Department of Foreign Languages.*

Additional education abroad advisors from the Education Abroad Office or other ex-officio campus administrators may be invited as recommended by the Director of Education Abroad and Exchange Programs.

These ex-officio roles are all non-voting and are either selected by the Education Abroad Office based on their involvement in education abroad programs, or they are appointed by their respective departments, with the exception of the ex-officio faculty member, who is elected.

## II. COMMITTEE POLICIES

### Committee Membership and Processes:

1. [The program proposal review process](#) will consist of at least two committee members and one DGA representative completing a review form based on the [criteria reference checklist](#) for each proposal. This review process will be followed-by a full committee discussion related to the program. Decisions will be based on the Robert's Rules guidelines for a quorum. In the case of this committee, 6 voting members must be present at a properly called meeting in order to conduct business in the name of the group. In the event that a voting committee member is unable to attend a meeting, a proxy may be assigned by the faculty committee member's Department Chair in collaboration with the faculty member. (4/30/2014)
2. The Education Abroad Advisory committee consists of voting members from all Academic Colleges as well as ex-officio members to diversify the committee membership from constituents representing various campus units. (2/5/2015)
3. Committee member terms are two years in duration rotating on the Academic Year cycle and cannot be renewed for a second consecutive term. (2/5/2015)
4. The Committee provides Academic Colleges the opportunity for pre-review ranking/feedback and strongly recommends they institute an international committee to drive this process within the colleges. *Each college may design this process in the manner that best suits the individual colleges* as long as proposals are submitted by the deadline and the submitting faculty are able to indicate via electronic signature that they have received approval from their college's international committee, the college's [Global Engagement Committee](#) representative, or the college's Curriculum Committee. A template letter will be included in the proposal for the committee's designee to sign and the submitter will be asked to acknowledge that they have followed their college's guidance in this area. If an approving committee has not been identified prior to the proposal deadline, approval of the program's academic content should be acknowledged in the Department Chair or Dean's Letter of Support. Please note that this is valid only for 2015-2016 year proposals. (5/6/2015)
5. The Committee's chief review responsibilities are program financial management and compliance, risk management, and safety/liability. (2/5/2015)
6. The revision process will not involve rejections. The proposal notification categories are as follows:
  - Approved
  - Approved with Revisions
  - Revise and Resubmit

This practice will invite faculty to revise proposals that are lacking necessary content in lieu of outright rejection of proposals. This format for review decisions is intended to emphasize the facilitative nature of the Committee's review process and help faculty develop compelling proposals with greater committee feedback. This will involve enhanced input and contributions from individual international committees in various academic colleges. Proposals designated for revision will still need to receive final faculty committee approval and meet all necessary criteria and deadlines. (2/5/2015)

### **Program Application Requirements and Guidance:**

1. Faculty submitting proposals for new programs must meet with the Director of Education Abroad and Exchange Programs before proposing. *(11/15/2011)*
2. The Education Abroad proposal form for faculty-led programs will consist of an on-line format with instructions with [FAQ's](#) and a [criteria reference checklist](#) available on the [DGA website](#). *(4/27/2011, amended 2/4/2015)*
3. Faculty Directors are limited to directing one (1) study abroad program during spring break and summer periods of the calendar year but they may teach (but not direct) a second summer or spring program in the same calendar. *(7/13/2011, amended 4/3/2012)*
4. Faculty who do not travel to and from the country of study with the students must notify the Director of Education Abroad and Exchange Programs in writing and in advance of airline ticket purchases. *(11/15/2011)*
5. Full-time temporary and part-time faculty are only permitted to teach and are not eligible for the Faculty Director role. *(11/15/2011)*
6. The proposal deadline for all faculty-led programs (Maymester, Early Summer, Late Summer, Decemermester, and Fall) will be August 1<sup>st</sup>. For Fall and Decemermester programs, August 1<sup>st</sup> refers to the 8/1 in the *calendar year prior* to the proposed program dates. Programs that miss this deadline may be considered on a case-by-case basis that involves Dean of the college's approval. *(4/3/2012, amended 1/28/2014 and 2/4/2015)*
7. The EAO and the Education Abroad Committee of the Faculty Senate will create opportunities for faculty who are proposing new study abroad programs to meet face-to-face with the committee to answer questions and receive iterative feedback about their proposals during the review process. *(2/5/2015)*

### **Program Evaluation and Renewal Support:**

1. The Education Abroad Office will integrate a renewal form with the proposal process for the faculty to utilize to evaluate the success of the program (submitted with proposal renewal). *(11/15/2011, amended 2/5/2015)*
2. Digital Measures feedback from students can be introduced into program proposal deliberations for returning programs. *(11/6/2012)*
3. Programs that were approved on or after summer 2014 will be eligible for an additional two years of expedited review. Those new programs proposing will thereby be eligible for an additional two years of expedited review following their initial year of a complete review. This renewal form and instructions are part of the broader proposal form *(1/28/2014, amended 2/4/2015)*.

### **Program Proposal Development:**

1. The Education Abroad office will charge a promotional fee (\$21 flat fee) and self-insurance Fee (2.5% of total program cost) to be added to budgets of approved programs (the 2.5% follows BOR recommendations). The self-insurance fee will be limited for use for natural disasters and risk management/security issues related to program locations. *(7/13/2011)*
2. The Education Abroad Office will provide Faculty Directors with guidance regarding the creation of syllabi which adhere to Kennesaw State University policies for courses taking place in an international setting as well advice on content to include in the program safety guide. However, academic rigor will be assessed within the applicant's Academic College and not by the EAAC *(1/19/2012, amended 2/5/2015)*
3. Faculty must hold a mandatory post-program meeting with program participants in order to reflect upon the education abroad experience. *(11/6/2012)*
4. This committee reviews and approves the Community Service (formerly called Service Learning) in the program proposal review. The committee will recommend revisions to Community Service. The Director of Strategic Initiatives in the Division of Student Affairs will contact the Faculty Director for any necessary follow-up. The criteria for evaluating Community Service will be included in the criteria for evaluating education abroad proposals as well as in the contact hours (separately). *(1/28/2014, amended 7/9/2014)*
5. The Committee recommends that summer programs grant six or more credit hours as part of a program. This does not include Maymester programs and is not a requirement. Programs who do not offer 6 credit hours will not be penalized in the review process. *(4/30/2014)*
6. Target enrollment for all *traditional* faculty-led education abroad programs is 12-25 students. To support this goal, the Committee recommends that new programs will recruit a minimum enrollment of 12 students while

continuing programs should strive for a minimum of 15. Programs that do not meet this recruitment threshold will not be penalized in the review process and these recommendations do not apply to research-based, student-teaching, and/or internship programs. *(4/30/2014, amended 9/9/2015)*

**Trainings & Workshops:**

1. All faculty (new and participating) must complete an annual Safety, Security, and Liability Training as well as an Education abroad Financial Training. These trainings will be facilitated in an on-line format and are required. *(8/2013, amended 2/5/2015)*
2. The Education Abroad Office will offer additional trainings and workshops throughout the academic year that serve as collaborative learning opportunities for faculty to improve knowledge of best practices in education abroad and/or campus polices and are optional. *(2/5/2015)*