



Education Abroad Advisory Committee

Assigned to the Faculty Senate and Advisory to the Director of Education Abroad and Exchange Programs

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.

PROCEDURE:

1. The Director of Education Abroad Exchange Programs leads and chairs this committee in an ex-officio capacity
2. This committee will routinely meet in August to review education abroad program proposals, and to review policies and procedures as well as new initiatives on the following schedule:

October – General Meeting

December – General Meeting

February – General Meeting

April – General Meeting

Additional meetings may be called as necessary but are not anticipated.

3. It is recommended that each academic college have a global affairs committee that will approve programs within their colleges based on academic/disciplinary requirements (academic rigor and contact hours), and ensuring the proposal meets any other criteria established by the respective college.
4. Program proposals approved by the colleges are submitted to the EAAC by the committee's deadline and evaluated primarily on completeness of proposal, risk management, financial planning/budgeting, and safety. Additional considerations are program innovation and design, diversity, and previous program success. Final course approvals are subject to the normal policies and procedures of the university.
5. Elected faculty representatives will serve as the primary reviewers and policy decision-makers leading discussion of proposals from their College. Faculty will not review their own programs.
6. Following review, the committee's recommendations based upon the above criteria will be reported to submitting faculty, on behalf of the committee. The proposal notification categories are as follows:
 - Approved
 - Approved with Revisions
 - Revise and Resubmit



7. Proposals designated for revision still need to receive final committee approval and meet all necessary criteria prior to program promotion or enrollment.
8. The committee will review the criteria each year in order to make recommendations for any revisions to the program proposal process. All criteria and internal policies will be posted on DGA's website and will be updated as needed. All meeting minutes will be posted to the DGA website.
9. The committee will discuss and vote on policies and procedures on a rolling bases as needed based on new institutional initiatives, best practices in international education, and topics introduced as a result of previous program areas of opportunity.

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. Membership is based on the following guidelines:

- Faculty will 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
- The Assistant Director of Education Abroad and Exchange Programs
- A representative from the Education Abroad Advising Team
- A representative from the Division of Global Affairs
- An Administrator from the Division of Student Affairs
- An Administrator from Enrollment Services
- An Administrator from the Office of Diversity and Inclusion
- A faculty member from the Department for Foreign Languages. 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 study abroad advisors from the Education Abroad Office or other ex-officio campus administrators as recommended by the Director of Education Abroad and Exchange Programs.

These 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.