

International Education Committee Meeting Minutes

Wednesday, March 11, 2015

Attending: Mike Burley (student), Alva Butcher (chair), Sarah Comstock, Lisa Ferrari, Diane Kelley, John Lear, Allyson Lindsley (guest), Eric Orlin, Roy Robinson, Dan Sherman, Peter Wimberger.

Robinson announced that he had received a request from a first-year student to attend the Harvard Summer School in Munich. The committee approved this particular student's request and recommended that a long-term summer program in Germany be investigated.

The Committee approved the documents on the process for approving funding for short-term study abroad programs submitted by the Subcommittee on Short-term Study Abroad programs. The two documents were the Study Abroad Initiatives Development Grant Application Instructions and the Faculty-Led Study Abroad Program Proposal Guidelines (attached to minutes). There was general agreement that the documents should be distributed through Faculty coms and added to the general faculty enrichment documents as well.

The Subcommittee on the Study Abroad Withdrawal Survey presented a draft survey. The Committee made suggestions for changes to the survey including changing the name from "study abroad withdrawal" survey to "study abroad decision" survey. Other suggestions included eliminating question one on the term(s) the student had planned to go abroad, adding a question indicating which steps in the study abroad process the students had completed, the addition of two additional reasons students could select for their decision not to study abroad ("I wasn't accepted into the program I wanted," and "I didn't find a program that interested me"). This subcommittee will make the recommended changes and resubmit the survey at a future meeting.

Butcher made the Committee aware of an article in *The Trail* by Clara Brown and Maddie Kuntz on study abroad at Puget Sound.

Butcher relayed information about the kinds of data financial services would be able to provide for the Committee's questions about the decline in students studying abroad. Lisa and Roy relayed information from a meeting with Kris Bartanen, Maggie Mittuch and Jenny Rickard on the policies governing the application of student financial aid to study abroad. A discussion ensued and the Committee agreed to continue discussing this issue next meeting with the possibility of inviting Dean Bartanen to a future IEC meeting.

Submitted by Dan Sherman

Faculty-led Study Abroad Program Proposal

Instructions:

- All new study abroad programs and international activities, including non-credit based programs in which faculty or staff from the University of Puget Sound are bringing students out of the United States, must be proposed and approved in advance by the University of Puget Sound.
- New program proposals must be submitted a minimum of 12 months prior to the proposed program start date

Please submit the following to the Director of International Programs via email robinson@pugetsound.edu or CMB 1055:

1. Answers to the questions below
2. A letter of support from your department/program chair
3. A course syllabus if applicable
4. A sample budget

If you have any questions or need additional information, please contact the Office of International Programs (OIP).

Roy Robinson – robinson@pugetsound.edu – ext. 3653

Allyson Lindsley – alindsley@pugetsound.edu ext. 2513

Name:

Department/Program:

Will program require a 2nd faculty member?

Alternate faculty member if needed:

Program Info

Program Name:

Proposed Program Location:

Proposed number of days/weeks/semester:

How often do you intend to run the program?

Have you run this program previously?

Host University/Organization:

Contact Name, Title, and Address:

Please describe on-site support:

Please describe student accommodations and meal arrangements for the program:

Primary means of transportation:

What is the availability of computer labs, internet access and use of libraries, if needed?

Please describe the accessibility of services for students with disabilities:

Please describe the on-site orientation:

Other relevant on-site information:

Administration

Does your department/program fully support your proposal? Please attach a letter of support from your

Department/Program Chair (REQUIRED):

Will other faculty members be willing to serve as subsequent program directors?

Are there other departments/programs that will co-sponsor or support the program?

Are other similar programs currently offered by Puget Sound?

Department/Program

Proposed Course (s): (Department/program and number; units; instructor; prerequisites:

Please attach a course(s) syllabus:

How does this course(s) relate to the department/program?

What academic need does this program fill for the department/program/university?

How does this program complement current departmental/program offerings?

Explain the rationale for choosing the proposed location(s) and course(s). How do you expect the location(s) to influence your teaching and students' learning? How will the host culture be integrated into the syllabus and student experience?

What is your experience in the proposed location(s)?

Student Recruitment

How many students do you plan to have participate in the program?

How will students be selected for the program?

What is the target student population?

Will this program (courses and location) appeal to the target population?

Are there enough students in the target population to meet the student recruitment needs?

How do you intend to promote the program?

Health/Safety/Security

What are the potential safety and security risks and concerns?

How has the safety and security on the program been vetted?

What are possible health risks in the locations of travel?

What are the local health resources?

Estimated Program Budget

Please attach an estimated program budget. Please contact the Director of International Programs for questions related to the budget.

The estimated budget should include

Airfare
Housing
Meals
Field Trips/excursions
Local Transportation
Visa/departure fees
Immunizations/Needed medicine
Course Materials
Other
Other

Is there any additional information you would like the committee to consider regarding your proposal?

Study Abroad Initiatives Development Grant *Instructions for Applying*

The Study Abroad Initiatives Development Grants are to provide faculty with funds to help create new study abroad opportunities. Possible funding proposals:

- Site Visits - to assess the viability of a program location, organization or institution
- Program Shadowing – to accompany a faculty member currently leading a program abroad
- Faculty Visits – to meet with colleagues at other institutions to discuss new & collaborative program ideas
- Other ideas related to new study abroad program development

Proposals seeking other uses of the funds are also welcomed, but must be related to study abroad or international programs.

Faculty members seeking funding for study abroad initiatives are encouraged to contact Roy Robinson (rrobinson@pugetsound.edu), Director, International Programs to discuss plans for new program development, site visits or other study abroad related initiatives.

Deadlines: March 16 & October 1

The amount of funds available to support new initiatives will not be determined each year until mid to late February. The maximum amount of available funds is \$50,000. Proposals seeking substantial funding from this \$50,000 should plan to meet the March 16 deadline. Remaining funds, if any, will be allocated to proposals received during the Oct 1 deadline and on an ad hoc basis after October 1, if funds are still available.

Faculty members interested in applying for a study abroad initiative development grant will need to submit:

1. A narrative of no longer than 3 pages which addresses the nature of the proposal
2. A budget explaining the need and use of the requested funds
3. A letter of support from the Department/Program Chair explaining how the study abroad program would fit into the curriculum
4. A sample itinerary
5. A tentative syllabus (the proposed course does not need to have already been approved)

The IEC Advisory Sub-committee (4 members of the IEC and the Director of International Programs) will evaluate all grant proposals. Following is a list of criteria used to evaluate the grant proposals:

- Sustainability – will this program run on an ongoing basis or will it only run one time
- Academic integration into the department's/program's/university's curriculum

- Strong structured opportunities for developing inter-cultural knowledge
- Strong departmental/program support
- Cost effectiveness
- Strong demonstrated need for the funds
- Commitment to Puget Sound's international goals
- Collaboration among multiple departments, programs or universities

The completed application should be submitted to Roy Robinson, International Programs Director, CMB 1055, rrobinson@pugetsound.edu

Sample Initiative:

- Faculty member in Biology is working to create a new faculty-led study abroad program in tropical biology and submits a proposal seeking funding support to visit three possible university collaborators in Costa Rica and visit different sites for the proposed program.