

**Advisory Committee on International Studies
October 13, 2006**

In attendance: Marie Alice Arnold, Cori Filson, Deb Hall, Kate Leavitt, Leslie Mechem, Rajesh Nagarajan, Patricia Rubio

Agenda items:

1. Additional Petitions

OIP brought an additional petition to the committee. The committee was concerned about the amount of time given to review the petition. OIP apologized for the lack of time. The student had been closed out of her first choice programming. There will probably be a couple of others whose first choice programs have filled and are seeking non-approved options. The committee discussed the situation with all approved programs in India filling. ACIS determined to add an India program discussion to the agenda of an upcoming meeting.

2. National Student Exchange

The committee expressed concern regarding insufficient time to review materials allowing a full discussion. Deb Hall related that CEPP is also concerned about the number of items they have to bring to the faculty. What would be the ramifications of not reviewing proposal now or if CEPP delays bringing to the faculty in October? Cori explained that pushing back the review would delay delivery of the proposal to CEPP, delaying implementation of the program to 2008-2009. The committee felt that without creating some faculty buy in rushing the program might cause faculty to view the quick pace of implementation as a way to force the approval of the program.

The committee had sufficient questions that would need to be thoroughly vetted prior to bringing the program to the full faculty that OIP agreed to delay discussion until the next meeting. Some questions are just what kind of interest is there among students? This seems like a big program to implement for the small numbers we are projecting. Can students really take advantage of the academic disciplines we are hoping to provide? At quick glance it looks like many programs are closed. Without answers to these questions there could be ramifications that make the program difficult to pass.

ACIS will devote the next meeting to discussing NSE in depth. OIP will continue to speak to departments and programs about the program.

3. Affiliations guidelines

The affiliation guidelines, with changes, were brought to and approved by CEPP.

4. Program Integration/Pre-departure/Re-entry

Deb Hall met Doug Reilly from Hobart Williams Smith at a recent conference who recently received a Mellon Grant to work on issues of re-entry. She will share with the group the web address that describes some of the ways they are helping student integrate the experience into their academic lives back on campus. It was recommended that the group consider developing the information as a pedagogy work-shop to bring it to the faculty to encourage implementation. (Update: Pedagogy workshops are all full.)

5. Updating Approved Program List

Cori outlined the proposed steps for a department to add programs to the approved programs list for their department. OIP would work with departments on the proposed addition/s to ensure the program enhances their approved program list. A proposal would be put together in the same format as the original approved programs proposals were put together. ACIS would then review the proposal. OIP needs to consider a deadline for list revision for the next academic year. Departments need to look strategically at their lists and at the experiences they want available to their majors. As keeping the list a manageable size is important to the evaluation process departments would have to remove a program to add a program unless the addition is to correct growth or saturation or lack of program to meet a departmental goal/need. OIP would keep tabs on student utilization of programs, approved and petitioned, to assist departments with this process.

The committee brought to OIP the issue that Chairs often don't know how the course approval process should work. It was suggested that OIP put together guidelines for chairs on the program approval process to include with the information on program additions to the approved program list. Students arrive in the chair's office with out having had conversations with their advisors on what they need the next semester or when they return to campus.

OIP has been thinking about sending faculty updates monthly that correspond to where students are in the study abroad cycle. What steps students should be playing. Should it go to chairs or to all

faculty? Chairs don't always communicate information out to colleagues. There were some ideas on ways Chairs could engage students in their majors with study abroad. Students might be more responsive from messages from the department. Chairs have list of majors and students who have articulated an interest in the major area. Suggestion could be made to chairs are academic staff meeting.

6. Site Evaluations

Cori reviewed where Skidmore is in the process of developing program site evaluation process. The proposal to the Dean of Faculty has been vetting and approved. A budget for faculty visits has been developed. Skidmore programs are to be evaluated every two years, approved programs every four years. Most evaluations will take place in January, spring, or summer.

The next step is to decide which programs need evaluating first. Some programs have their own evaluation system that includes outside evaluators, some include mixed teams of faculty and study abroad administrators. If an evaluation was a faculty only or administrator only the program may need further evaluation. Programs that have not had an evaluation or for which we've received a red flag need to move to the top of the evaluation cycle. OIP is putting together information now on what programs have been evaluated and when those evaluations last took place.

OIP needs some volunteers to work on content and format of a faculty workshop to prepare faculty for the evaluations. The committee felt strongly that faculty need to understand that evaluating a site isn't a vacation or an opportunity to do research. These visits are very labor intensive. Mary Beth O'Brien and Paty Rubio volunteered to work on the faculty workshop.

Paty will update the Intercultural and Global Understanding Task Force that ACIS has suggested a pedagogy workshop on study abroad re-integration.