

**Advisory Committee on International Studies**  
**Meeting notes October 1, 2007**

**In attendance:** Erica Bastress-Dukehart, Chair, Sylvia Franke, Leslie Mechem, Paty Rubio, Cori Filson, Marie Alice Arnold

**ACTION ITEMS:**

- Cori Filson will speak to Muriel Poston regarding development of a policy tying program enrollments and removal from the approved program list.
- Cori Filson will begin conversations with department chairs and program directors regarding revisions to their approved programs lists.
- Cori Filson will make recommended changes to OCSE Mission Statement. Erica Bastress-Dukehart will bring final version to CEPP for approval.
- Erica Bastress-Dukehart will discuss with Muriel Poston on how to get Off-Campus Study & Exchanges on the agenda for the Department Chairs and Program Directors meeting.
- Cori Filson will send an announcement extending the deadline for faculty led short-term program proposals.
- Erica Bastress-Dukehart will recommend to CEPP that Office of International Programs be changed to Off-Campus Study & Exchanges in the CEPP charge to ACIS.

1. Approval of the minutes:

The minutes of the September 17 meeting were approved with a few corrections.

2. Review of Approved Programs lists vis-à-vis enrollments - Look at approved programs as a whole

Cori Filson shared with the committee enrollment data by program by major since the inception of the approved programs policy (fall 2005 – fall 2007.) OCSE will be using the data to look at the overall picture of off-campus study at Skidmore. The data will be analyzed for program utilization and, along with the data from the non-approved program petition process, to see where there are holes in off-campus opportunities. OCSE will bring data and recommendations for additions and deletions to the disciplines to start the conversation of how to improve each major's approved programs list.

There are some programs on the list in which no students have enrolled. The committee wondered if a policy should be created that would automate the deletion of such programs after a specified period of no enrollment. OCSE thought there might be instances where a department or program would have reason to keep such a program on the list to support an on campus curricular goal.

OCSE had conveyed to ACIS and departments in the initial conversations regarding approved programs that the number of programs listed on the complete approved program list could not grow to over 125 programs. Adding a program not already on the list by a department would necessitate that department choosing to eliminate one of their program options. The committee discussed creating a policy to enforce the practice to maintain equilibrium in the list. OCSE prefers to approach this through conversations with departments and programs. The committee thought that was a good start but did not want to rule out developing a policy later on. Cori will speak with Muriel Poston regarding the need for an official policy regarding the matter. Cori will begin the conversations with departments and programs around enrollments and the approved programs lists.

3. Review revised Mission Statement and CEPP charge

Cori brought to the committee a revised mission statement for Off-Campus Study & Exchanges. The committee advised deleting the explanatory section of the statement. They also recommended some changes to the order of the listing of specific responsibilities included in the mission statement. Cori will make recommended changes. Erica will bring the final version to CEPP for approval.

The committee reviewed CEPP's charge to ACIS. The committee felt that except for updating the name of Off-Campus Study & Exchanges, no additional action was necessary at this time. Erica will recommend to CEPP that Office of International Programs be changed to Off-Campus Study & Exchanges in the CEPP charge to ACIS.

4. Update on site evaluation nominations

Cori gave an update on the site evaluation nominations received to date. Only one nomination had been received. With the move to approved programs evaluating these programs takes on even more importance. The college needs to stress this importance to the faculty. The committee discussed how to encourage nominations. Erica will discuss with Muriel how to get Off-Campus Study & Exchanges on the agenda for the chairs and directors meeting. Cori could use the opportunity to provide an update on Off-Campus Study & Exchanges activities including guidelines for nominating evaluators and promoting short-term faculty led programs. In the mean time Cori will send out a reminder about the nominations deadline and ask that Chairs and Directors mention it at their department meetings.

Cori asked the committee if they thought it appropriate to reach out to departments that have approved the programs identified for evaluation and recently sent students on the programs. They did.

There was a question as to whether an adjunct professor could be nominated as an evaluator. The Committee felt that it would not be appropriate to send an adjunct professor on a site evaluation. Skidmore is devoting substantial resources to these evaluations. Not only do they serve as a way to ensure quality but the visits should be used to create on campus resources. Once faculty have visited a program they should be encouraged to speak to other faculty and students about the program. An adjunct may not remain a member of the community to serve as a resource.

The committee wanted to know what would happen if there weren't nominees for each site. In the past the program has not been evaluated. But the process is very new. There may be a time when no one has been nominated to evaluate a program but an evaluation is necessary. In those instances the committee may send a member.

The committee also briefly discussed faculty involvement through short-term program opportunities. Currently there is only one viable proposal for a faculty led short-term program for the 2008-2009 academic year. The committee thought maybe people are feeling that things have tightened up. People may feel that the process to propose a course is more restrictive now than how it originally was done. They might be having trouble seeing how it works. Cori will send an announcement extending the deadline for the letter of intent and indicating that the proposal process has been modified.

5. Dissemination of site evaluations – how and how much

There is concern that making full reports public could open the institution to libel charges. The advising points (see item 6) could be the public article. The full report will be shared with the Chairs and Program Directors from areas that approve the program. Chairs and Directors will be asked to share the report with the department or program faculty.

Erica wondered if departments had identified a study abroad liaison. Some departments have and some haven't. The report will be shared with the identified liaison in those departments that have them.

6. Approve new site report template

Cori reviewed the revised site report template with the committee. Individual questions have been consolidated into more open-ended questions. Help in how to answer the broad

questions is provided through listing a series of questions related to the open-ended question to help prompt the respondent.

Cori highlighted a new aspect of the report. A section of questions to assist in the advising of future students about the program have been added. The committee recommended some language changes to the questions. The advising points would address what kind of student will do well on the program. With the revisions to the language, the committee approved the report template.

Cori Filson also shared with the committee a list of questions adapted from a NAFSA publication to use in assessing an institution's internationalization. She wanted the committee's thoughts on who she might share it with.