

**ADVISORY COMMITTEE ON INTERNATIONAL STUDIES**  
**Meeting notes September 12, 2008**

**In attendance:** Erica Bastress-Dukehart (Chair), Sylvia Franke, Leslie Mechem, Adrienne Zuerner, Cori Filson, and Tina Breakell

**ANNOUNCEMENTS:**

- This is the first ACIS meeting of the 2008/2009 Academic Year.
- Adrienne Zuerner is the newest member of ACIS, replacing Paty Rubio.

**ACTION ITEMS:**

- Erica will bring to CEPP the ACIS charge changes, change in affiliation guidelines, and change in name (ACOP).
- Cori will distribute the proposals for a new India program and Spelman program to ACIS for discussion at the next meeting.
- ACIS will continue to discuss the role of faculty on site visits and the need to take such visits seriously in order to adhere to the approved programs structure.
- Cori to send reminder to faculty regarding short-term program proposal deadline.

**DISCUSSION POINTS:**

Faculty Site Visits & Site Evaluations

As discussed last year, the lack of participation on faculty site visits was problematic. ACIS discussed how to express to the faculty the importance and seriousness of these visits; the idea of sending ACIS members to conduct these evaluations; and the idea of sending OCSE staff to conduct these evaluations. Currently, the sites are not being evaluated as needed given the parameters of approved programs and, in addition, the last minute changes and withdrawals by faculty are damaging OCSE's relationship with our overseas partners.

The proposed site evaluation list was reviewed and it was decided that chairs and directors should have first preference for selection of what faculty members should do the site evaluation, with ACIS members prepared for back-up, and OCSE staff as the last resort for a general review. The committee suggested that OCSE first target the specific chairs on the approved programs list, instead of sending a blanket email to all chairs. The targeted email should also explain what the expectations are on a faculty site-review, outlining expectations and parameters (including a timeline) so that faculty are aware, and what dates and commitments on-site are expected. A separate email will be sent to all faculty requesting open nominations for reviews of programs that need reviewing for specific departments according to the *2008-2009 Site Evaluation Opportunities* list. This new approach may result in more faculty and departmental interest.

Once OCSE receives feedback from chairs and selections are made, it was suggested that the email confirming selection for the faculty evaluation should come from Muriel and Erica. Then the faculty member should have their preparatory meeting with OCSE two weeks after they commit to the site evaluation, to ensure that they will not pull out of their commitment to OCSE and the provider.

Review ACIS Charge and Committee Name

The committee reviewed the current ACIS charge, which reads more like an operating code. The committee collectively decided that it was best to eliminate the bottom half of the document and retain the top paragraph. Erica will take this to CEPP for final approval. She will also propose that the name ACIS change to ACOP to reflect the change in the OCSE portfolio. The Advisory Committee on International Study (ACIS) will be known as the Advisory Committee on Off-Campus Programs (ACOP) pending CEPP final approval.

### Review CEPP Affiliation Guidelines

It was decided that Erica will speak to CEPP about changing "OOCS" to "OCSE" in the CEPP *Guidelines for Skidmore's Academic Affiliations*. Erica does not anticipate this to be problematic and believes that she will have the right to go ahead and change it herself, though it is an official CEPP document.

### Short-term programs

It was confirmed that October 15<sup>th</sup> is the deadline for faculty expressions of intent for short-term programs in '09-'10 and '10-'11. Cori will send out a reminder email to all faculty. The discussion will also continue as to whether or not ACIS will have ownership of selection and acceptance for these upcoming programs in order to expedite the process. Erica will bring this matter to CEPP and Curriculum Committee.

### Non-Approved Program Petitions

The deadline for spring non-approved program petitions is September 15, 2008. The petitions that appear problematic will be discussed at the September 26, 2008 meeting.

At this meeting, a discussion ensued about NYU programs and possible petitioners for NYU Berlin and Prague. In the past NYU programs have not been approved due to lack of immersion and on-site support. However, NYU Berlin may be an exception. (NYU Prague is not.) Once the student's complete application is submitted, ACIS will discuss whether the program meets the immersion and academic parameters set forth for all OCSE approved programs. If the student is approved and is successful in Berlin (where there currently is a dearth of approved programs for non-German speakers) OCSE will work with specific departments to determine if it is a viable option for their lists. OCSE remains hesitant with NYU programs abroad.

### Review '08-'09 Agenda

The committee agreed that the agenda looks comprehensive and on par with objectives for the year. Cori reported that the India and Spelman proposals will be done next week and the Howard and London proposals will be completed this year.

Respectfully submitted,

Tina Breakell, Program Manager, Off-Campus Study & Exchanges  
September 16, 2008