

ADVISORY COMMITTEE ON OFF-CAMPUS PROGRAMS
Meeting notes December 16, 2008-Final meeting of the semester

In attendance: Erica Bastress-Dukehart (Chair), Sylvia Franke, Leslie Mechem, Adrienne Zuerner, Cori Filson, and Tina Breakell. Jim Chansky and Danika Vittoria joined for Short Term Program (STP) proposal review.

ANNOUNCEMENTS: No announcements.

ACTION ITEMS:

- Cori to follow up with the faculty who submitted Short Term Program (STP) proposals on points that need clarification for final submission.
- Faculty will be asked to re-submit final revised proposals based on ACOP feedback by January 15, 2009. Those will then go to Curriculum Committee for final approval.

DISCUSSION POINTS:

Short-term proposal review: The committee confirmed that OCSE can only fund 3 short term programs each year for 2010 and 2011. All STP proposals were approved, except for the 2010 Antigua program through the Education Department. There were many concerns with this proposal, namely that the revised submission did not answer any of the committees concerns. The proper application was not completed, there were still clear links to the UWW program, and the learning objectives and on-site support concerns were not addressed. Also, the South Africa program will run in the summer, so ACOP wanted to give other departments the opportunity to run different programs. The committee does not want to privilege one department over another, and considering that there were four application submissions for 2010, Antigua was not approved. Therefore, for 2010, Costa Rica, Vienna, and Paris & London were approved. Bath and Rome will run in 2011. OCSE will follow up with all faculty regarding the ACOP decisions, and advise them to submit final proposals for 2010 and 2011 by January 15, 2009.

Changing dates on CEPP STP Proposal and Intent documents: Jim Chansky and Cori Filson discussed the deadlines listed on the CEPP proposals for faculty STP submissions. It was decided that the confusion was based on the fact that we tried to approve 2010 and 2011 winter and spring proposals all at once, attempting a more efficient process. This became difficult with the 2011 submissions and the curriculum committee deadlines. Until we determine who will manage future STP's (Special Programs or OCSE) we will not change the submission dates. Once we determine who will manage these programs in the future, ACOP will recommend the changes and ask for permission from CEPP to make changes to the document.

Changing providers on Approved Programs list: ACOP determined that any provider change can be reported to CEPP at the end of the Academic Year. For example, if OCSE were to change from IFSA-Butler to Australearn for the University of Melbourne, than that could be reported at the end of the year. However, if there are any curricular changes, ACOP needs to approve those proposals. A report of administrative changes with program providers will be generated in spring 2009.

Mandatory Evaluations upon off-campus study return: The committee discussed its concerns regarding the roughly 3% evaluation feedback rate that students give the office upon their return from their off-campus study program. Currently OCSE sends out a mandatory electronic evaluation via email the week that students end their semester abroad and two weeks prior to returning to Skidmore. In addition to this, the evaluation is also available on the OCSE website at all times. The concern is that OCSE needs a formal mechanism for assessment of our approved programs abroad. ACOP decided that a more effective method would be to have faculty advisors, department chairs, and/or program directors, send the message to urge their students to complete the program evaluation. If written with the proper tone, students would come to realize the importance of these evaluations, and the contributions they are making to their departments through their open and honest feedback.

OCSE will draft an email that can be distributed to the departments so that faculty can urge students to complete the evaluation and will send that to the ACOP listserv. Cori will then send the announcement about this to faculty at the beginning of the semester. There will be no holds placed on accounts or academic consequences for not students not completing the evaluation, but if the message is clear and coming from student's advisors, the students may come to realize the importance of this assessment tool and take ownership of their experience. Meanwhile, OCSE will research how other colleges and universities are handling the evaluation process and will discuss that with ACOP in the spring.

ITEMS FOR NEXT ACOP MEETING (February, 2009):

- Petitions for non-approved programs. Tina will compile after the February 15, 2009 deadline and distribute to ACOP members one week in advance in preparation for the late February meeting (double sided copies in campus mail). For the spring semester, the committee will meet one Tuesday a month in the Starbuck Conference room from 9:45am-11:00am, beginning in February.
- Discuss Latin American Studies request for changes to the AP list.
- Discuss London JYA program.

Respectfully submitted,

Tina Breakell,
Program Manager, Off-Campus Study & Exchanges
November 7, 2008