ADVISORY COMMITTEE ON OFF-CAMPUS PROGRAMS
Meeting notes: September 19, 2012

In attendance: Michael Arnush (Chair), Cori Filson (Director of OCSE), Tina Breakell (Associate Director of OCSE)

ANNOUNCEMENTS:
- First ACOP meeting of 2012-2013 Academic Year
- Michael Arnush (Ph.D, Classics) is now the Chair of both ACOP and CEPP.

ACTION ITEMS:
- Non-approved program applicants and application review process – Tina to forward applications when they are ready for review with the goal of making decisions by late September.
- Online resources for students and faculty – Michael to discuss possibilities with Bill Duffy.
- Assessment tools for off-campus study – Cori to begin discussions of assessment through the NY6 and possible grant funds.

DISCUSSION POINTS:

Membership for ACOP:
Michael Arnush, Chair of ACOP, reported that CEPP had a discussion in response to OCSE’s request for consideration of expanding ACOP membership. The request was denied based on the same premise outlined in FEC’s 2010 proposal to minimize faculty demand on campus wide committees. As such, OCSE will continue to operate as it has since 2010 and will consult as a small committee with OCSE and the committee Chair as a representative of CEPP. For 2012-2013, ACOP will consist of Michael Arnush (Chair of ACOP and CEPP), Cori Filson (Director of OCSE), and Tina Breakell (Associate Director of OCSE) as a non-voting member. If there are issues that require a larger conversation from multiple departments, ACOP will consult with past ACOP faculty members and departmental colleagues as necessary, in an advisory capacity.

Online Resources for Students and Faculty:
The committee discussed the options for online tools available for both students and faculty. Currently, OCSE is still a paper based operation with no available on-line applications or accessibility for faculty letters of recommendation. The ideal would be to have an electronic portal that can easily be accessed by all constituents of the campus community. OCSE has inquired about this in the past and would like to work toward an online system for both applications and letters of recommendation. This year, ACOP will strive to move this agenda item forward.

Study Abroad Assessment:
OCSE has continued the conversation regarding assessment of study abroad with the faculty assessment coordinator and the associate deans of the faculty. OCSE will focus on our own Skidmore programs in Spain, France, and London FYE. The assessment coordinator, the associate deans of the faculty and the director of OCSE are working to articulate the desired outcomes of this project. ACOP also discussed the possibility of presenting this as an initiative that can be part of the NY6 consortium. OCSE will begin discussions specific to this and will consult with ACOP as necessary.

Respectfully submitted,

Tina Breakell, Associate Director, Off-Campus Study & Exchanges
September 20, 2012