

## **Advisory Committee on International Study Meeting notes September 17, 2007**

Attendees: Erica Bastress-Dukehart, Chair, Sylvia Franke, Leslie Mechem, Cori Filson, Marie alice Arnold

### Action Items

- Cori to put together language for new OCSE Mission Statement.
- ACIS faculty members will look at the ACIS charge and suggest revisions.
- Marie alice to review non-approved program applications.
- Call for nominations for Program Evaluators to be sent out.

### I. Mission Statement and CEPP charge to ACIS

Cori shared the original Mission Statement of the Office of International Programs with the committee. With the office name change it is an opportune time to review it for relevancy. The statement was created before the office was established. Some items in statement have never been tasked to the office. In addition the statement does not read like a mission statement. The committee agreed that the statement needed rewriting. Cori will put some language together for the committee to review. This language will be more general and tie the office mission to the strategic plan.

Similarly the charge from CEPP to ACIS was written at the inception of the committee. ACIS at that time was to sunset at the end of two years. The Committee was formed primarily to assist with the development of policies and procedures around moving to the Approved Programs model of off-campus study. The charge includes many to-do type of items. A new charge needs to be developed that is broader and reflects the new role of ACIS. Cori asked that the committee look at the charge to determine if changes need to be made to reflect the new ongoing nature of the committee.

### II. Program Evaluation Process

Cori explained how the committee has previously looked at the approved program evaluation process. Programs to be evaluated will be prioritized first by mass of participating students, then programs about which we have heard problems or potential problems, and then those that have never been evaluated. OCSE will not consider supporting an evaluation of a program that is not on the approved program list. OCSE also makes every attempt to not have the same department evaluating a multitude of programs. The evaluator should be from a department that has approved that program for credit toward the major. Faculty serving in administrative roles cannot evaluate a program. OCSE also requires only one faculty evaluator per program. OCSE optimistically hopes to have 15 evaluations a year, but recognizes that number is high. A fewer number of visits is more realistic.

The process that OCSE has been following is that ACIS and OCSE work together to identify programs in need of evaluating. Then a call for nominations of evaluators is sent to all faculty. Nominations will come to ACIS directly from department chairs. ACIS reviews nominations and selects evaluators. OCSE works with evaluators on visit logistics.

OCSE asked the committee for its thoughts on soliciting specific departments when no nominations are forthcoming for an evaluation. The committee felt that was appropriate. OCSE will research majors and program participation. If after department solicitation there are still no faculty evaluators, then members of ACIS may be tapped to complete the evaluation.

The committee then reviewed enrollment data and identified the next round of programs that need evaluation. Erica and Cori sent the call for nominations to the faculty as a joint memo.

### III. Domestic off-campus study

OCSE reviewed with the committee the rationale of why Skidmore has decided to pilot the National Student Exchange program. This is a three-year pilot program that will be brought again to CEPP to determine if the program should be finalized or terminated at the close of the pilot period. ACIS will be instrumental in that review. Erica expressed concern that while goal two of the strategic plan specifically speaks of increasing efforts to get students overseas this program seems to already make an exception for a group of students (science students.) Cori clarified this domestic exchange is not intended to be an alternative for study abroad but an option for students whose academic disciplines might better be served through a domestic opportunity. Students who might be better served from a domestic exchange are students interested in ethnic studies, American studies, students interested in regional writers, or in Native American studies in addition to science students. Students will still be advised along academic needs, encouraging international off-campus study.

#### IV. How to process upcoming petitions

OCSE explained how non-approved applications are processed and reviewed for approval. Applicants to non-approved programs need to show a strong academic reason why none of the approved programs meet those academic needs. A lengthy program questionnaire is also required. The committee determined that they would like to review only those applications that OCSE determines to be questionable or problematic.

#### V. Time for future meetings

ACIS will meet once a month on a Monday from 7:30 am to 9:30 am. Selina will send out to the committee this semester's meeting schedule.