

ADVISORY COMMITTEE ON OFF-CAMPUS PROGRAMS
Meeting notes: November 26, 2012

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

ANNOUNCEMENTS:

- None.

ACTION ITEMS:

- Review Travel Seminar proposals and discuss process.

DISCUSSION POINTS:

This meeting was dedicated to reviewing all new submissions for Travel Seminar proposals for 2013-2014 that have not previously been approved. It was also an opportunity to discuss recruitment strategies for future short-term program proposals.

- The committee reviewed proposals from faculty in various disciplines. These proposals represented various disciplines in the following locations: Berlin, Germany (Foreign Languages and Literatures); Prague, Czech Republic (Government); Shanghai, China (Management and Business); Rome, Italy (Classics), and Venice, Italy (Foreign Languages and Literatures). Due to resource limitations, only three programs could be chosen and supported for 2013-2014. All proposals were reviewed carefully and the programs in Berlin, Germany; Prague, Czech Republic; and Shanghai, China were approved; faculty will be notified of next steps. As a Classics professor, Professor Arnush recused himself from the discussion and decision regarding the Rome program.
- OCSE would like to work with ACOP and Curriculum Committee to modify the proposal guidelines for Travel Seminars so that the guidelines are more concise and straightforward and the deadlines can align more with OCSE operating deadlines. Cori will draft changes and submit them to ACOP for review and approval.
- The committee discussed the idea of offering faculty "interest meetings" on the Travel Seminar proposal process and other off-campus opportunities for faculty. OCSE will work to develop a plan to offer these opportunities in collaboration with ACOP.

ACOP will re-convene in the spring to further discuss liaising with faculty for informational session regarding off-campus opportunities for faculty.

Respectfully submitted,

Tina Breakell, Associate Director, Off-Campus Study & Exchanges