

**ADVISORY COMMITTEE ON OFF-CAMPUS PROGRAMS**  
**Meeting notes November 4, 2008**

**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:**

- The Spelman program proposal will be announced on November 7, 2008 in the Faculty meeting by Dan Nathan, Chair of CEPP. According to the CEPP guidelines, the Spelman proposal does not need to go to the faculty for a vote, as Spelman is strictly an exchange agreement.
- The proposal to terminate the current consortium program in India will be presented to the faculty as a motion on November 7, 2008 by Dan Nathan, Chair of CEPP. The faculty will discuss and vote on the proposal/motion at the December faculty meeting.
- The new India program in Mysore proposal will also be announced on November 7, 2008 in the Faculty meeting by Dan Nathan, Chair of CEPP. According to CEPP guidelines, the new program in India does not need to go to the faculty for a vote, as it is a pilot program. After the first two years of the program, OCSE will assess the program and will present a formal proposal to CEPP regarding the future of the program (terminate or formalize). At that time, the proposal will be brought to the faculty for a vote.

**ACTION ITEMS:**

- Cori to follow up with the faculty who submitted Short Term Program (STP) proposals on points that need clarification.
- Jim Chansky to follow up on the Antigua proposal and to request that the faculty address ACOP concerns.
- Faculty will be asked to re-submit final revised proposals based on ACOP feedback by December 1, 2008.

**DISCUSSION POINTS:**

Short-term proposal review: ACOP discussed the approval process and how to approach approving and/or denying STP proposals. It was decided that the committee will consider whether or not the STP is strong academically and supports the mission of the sponsoring department and college. The committee also will evaluate whether the STP is monetarily and logistically feasible. Finally, the committee will determine whether the STP is fair in terms of what programs have been offered in the past (being sure to avoid privileging one department/program over another). The committee decided that new proposals will take precedence over programs that have run before.

There are three proposals for January 2010, one proposal for March 2010, and two proposals for January 2011. It should be noted that OCSE can only support two programs over the January term due to staffing limitations. ACOP must also be mindful of financial aid limitation – Student Aid prefers that we maintain a student enrollment maximum of 30 to 40 students over one academic year. (Summer programs do not carry aid and are not included in this maximum.) Three of the six programs proposed have

run in the past; it was decided that the Vienna program will not be considered as a repeat program because it will be lead by different professors if approved for January 2010.

#### January 2010:

- Antigua: This is a repeat program and last ran in January 2008. There are several concerns surrounding this repeat program: 1) The program is linked to UWW, which is currently unsteady at best; 2) Phylise Banner, a key person in delivering this program, is no longer with Skidmore and there is no indication of how her role would be filled; 3) the intensity and level of preparation students receive seems inconsistent with the challenges students will face on site. Specifically, ACOP is not confident that students understand their role once in Antigua (as evidenced by the students' comments and attitudes seen in the 2005 documentary film currently on YouTube). The current proposal does not address these issues and was not updated before being submitted for this round of proposal review. Jim Chansky will take these concerns back to Joyce Rubin and Jeff Seagrave and ask that Joyce clarify the details and also the overarching goals and outcomes of the program. These issues will be discussed again in the November 21, 2008 ACOP meeting.
- Vienna: This program ran in January 2007 under the same name; however, the proposed program has a different academic focus and a new lead director. A few questions arose after the proposal was reviewed: How will the directors supplement their own areas of expertise once on site? Will they hire lecturers to cover the other disciplinary areas (i.e. music)? How will that impact the budget? Cori will ask that Mary Beth-O'Brien and David Wildermuth clarify this in the resubmission of their proposal by December 1, 2008. The committee supports this program and believes that the program upholds the mission of the college and supports the German section, which has seen a surge of interest in study abroad.
- Paris & London: ACOP likes the idea of this program, but is concerned that there is no semester coursework attached to the STP. ACOP is concerned that students cannot retain all material on-site if they approaching the experience "cold" without any preparatory work. Cori will ask that the faculty clarify how students will prepare for the course to maximize the opportunity during their short time abroad. Will the faculty require pre-requisites? How do they propose presenting the material without overwhelming the students?

#### March 2010:

- Costa Rica: This is a repeat program that last ran in March 2008. ACOP believes this program is an excellent curricular match for our Science students. Academically, this STP is the only opportunity for a Biology student to take the "Tropical Field Ecology" course with Monica Richter and historically students have gained a great deal from this program, which traditionally runs every other year. ACOP approves this proposal without condition.

#### January 2011:

- Bath: This is a repeat program that last ran in January 2008. This proposal is strong and meets the academic needs of English students. ACOP approves this proposal without condition.

May 2011:

- Rome: ACOP believes this is a good proposal, but would like to see a clearer outline of how the faculty plan to coordinate on-site logistics. Cori will ask that the faculty clarify this when they re-submit on December 1, 2008.

**ITEMS FOR NEXT ACOP MEETING (November 21, 2008):**

- Update on STP process and faculty response.
- Discuss the process of addition and/or deletion of programs from the departmental approved programs list.
- Discuss the process of changing approved program providers on the list.
- Discuss the current budget situation and how that will impact faculty site visits.

Respectfully submitted,

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