

Curriculum Committee Criteria and Procedures for FACULTY-LED TRAVEL SEMINARS

EXPRESSION OF INTENT

By their very nature, international and domestic travel seminars involve educational, geographic, financial, and administrative elements that go well beyond most traditional, classroom-centered courses. While the central criterion in evaluating proposals for this type of course is the educational value of the travel component, the unique nature and cost of travel seminars lead the college to use an extended time frame and more extensive criteria for their development and review.

Given the preparation time and resources required for travel seminars, an expression of intent to propose a travel seminar should follow the deadlines outlined below. The Curriculum Committee will review and approve courses based upon their pedagogical merit, but because of financial and administrative factors, the final decision to offer a travel seminar rests with the Dean of the Faculty in consultation with the Director of Off-Campus Study & Exchanges (OCSE).

For most travel seminars, including courses previously approved by OCSE and curriculum committee, sponsoring faculty should anticipate an 18-month process of proposing, planning and preparing the course. For example, faculty proposing a travel seminar for the academic year (the January, March or summer breaks) 2011 should submit expression of intent by October 15, 2009.

NOTE: Travel seminars offered during winter or spring break should respect the existing academic calendar by scheduling travel to and from the destination when classes are not in session.

1) PROGRAM MODELS

Faculty may propose one of the following travel seminar models.

- **Stand-alone travel seminar**: This program is not connected to any course on campus; rather, the course is delivered in its entirety off campus. This program model may be offered during the January and summer breaks.
- **Travel seminar incorporated into an on-campus course**: This program is a combination of an on-campus course and an off-campus academic experience – the travel seminar. The on-campus course is offered during the fall or spring semester. The off-campus portion may be offered during the January, March or May breaks. The travel seminar should follow or be delivered in the middle of the on-campus course rather than precede it. Faculty must submit two complete proposals – one for the on-campus course and one for the off-campus travel seminar. Typically, students may participate in the on-campus course without completing the travel seminar; however, students cannot participate in the travel seminar without completing the on-campus course.

The various iterations of this model are:

- Fall semester on-campus course plus January travel seminar
- Spring semester on-campus course plus spring break travel seminar
- Spring semester on-campus course plus early May travel seminar (beginning the week following final exams)

2) PROCESS AND DEADLINES

Due to the financial aid resources required to fund these courses, a limited number of travel seminars will be approved for each academic year. The number of courses usually will not exceed four; the total number of students on all programs usually will not exceed 60, unless resources allow.

Deadlines for ALL travel seminars

- **ALL** travel seminars must be proposed at the same time to ensure that OCSE and the Dean of the Faculty are able to strategically plan the entire year of programs. This includes programs that have been approved and delivered in the past. OCSE must have a clear understanding of what travel seminars might be available in order to make appropriate recommendations to the Dean of the Faculty and Curriculum Committee.
- All sponsoring faculty must consult with OCSE for any and all travel seminars offered at any time.

- Oct. 15 Faculty to submit to the Director of Off-Campus Study & Exchanges an “Expression of Intent” to propose an existing or new travel seminar. **NOTE:** Courses that have been previously approved by OCSE and Curriculum Committee must be approved again by ACOP and Dean of the Faculty each time they are proposed. A call for proposals will be sent approximately 18 months prior to the January of the appropriate calendar year. (For example, all proposals for the calendar year 2011 will be due on October 15, 2009.) The Director of Off-Campus Study & Exchanges will consult with the Advisory Committee on Off-Campus Study (ACOP – a CEPP sub-committee), the Dean of the Faculty, and others as appropriate and will provide an initial response by the end of the semester. At that time, faculty members will be notified if their proposals are being considered for possible approval.
- Dec. 1 After consultation with ACOP and the Dean of the Faculty, OCSE to inform faculty of recommendations. At this time faculty will be told if their programs are being considered for further review. Faculty whose programs are still under consideration will be asked to submit full proposals based on Curriculum Committee guidelines (given later in this document).
- Jan. 15 Faculty to submit a final proposal to OCSE for final administrative review. OCSE and ACOP to review proposals for completeness and appropriateness. Upon ACOP approval, OCSE to forward proposals to the Curriculum Committee through the Associate Dean of the Faculty. At this point, all appropriate signatures must be in place. Courses that contribute to an Interdisciplinary Program must also be signed by the program director before being submitted to the Associate Dean.
- Feb. 15 Announcement of travel seminars for the following academic year.

Sponsoring faculty submit a proposal that should describe both the on-campus and off-campus components of the course as appropriate. If a travel seminar is attached to a new credit-bearing on-campus course, then faculty must submit a separate proposal for the on-campus course for a total of TWO proposals. If a travel seminar is attached to an existing credit-bearing on-campus course(s), then establish connections and parameters between the travel seminar and the on-campus course(s). As required for any course, travel seminar proposals must include a syllabus and acquaint the committee members with the topics and student learning objectives of the

course. In addition, travel seminar proposals must include materials about travel plans, costs and budgets, and other administrative considerations. **NOTE:** Proposals that do not include all of these details will be considered incomplete and will not be considered in the proposal review process.

EXPRESSION OF INTENT FORM

1. Term of Travel Seminar

☐ January of 20____	This travel seminar will be attached to an on campus course: Yes No If yes, term of on-campus course:
☐ March of 20____	
☐ Summer of 20____	

2. Course Information

Course Title	
Course # (2XX, 3XX for new courses) – Must include course number even if this course has been offered before	
Instructor(s) and Department (s)	

Course Description: Provide a broad description of the travel seminar topic(s) and location(s), and specify clearly whether this is:

- i. a modification of an existing course offered during the fall or spring semester with a travel seminar component added to it;
- ii. a new course you propose to offer during the fall or spring semester with a travel seminar component added to it;
- iii. a new course or program not tied to an existing course, and that you propose to be offered during January or the Summer.

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3. Student Enrollments

Minimum and Maximum Student Enrollment Estimates	
Enrollment Estimates for on-campus versus travel seminar if different	

4. Prerequisites (include brief rationale):

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5. Semester Hours of Credit and Rationale:

Hours of Credit	
Rationale	

6. Faculty Qualifications: Sponsoring faculty must obviously possess the academic expertise to inform and guide the proposed course of study. In the case of off-campus study, however, the faculty must also have sufficient experience with student support/student affairs questions, the culture of the host country/location or at least be able to identify host-country/location guides who can support the project. Faculty who lead a group of students for off-campus study must also possess the personal qualities that are needed for a venture of this sort to be successful: above all, a high level of commitment to organizing and leading the project; demonstrated organizational skills; responsibility and reliability, resourcefulness; and a readiness to provide a level of personal guidance to students that is well beyond the expectations of the traditional classroom environment.

Briefly describe the faculty's academic expertise and relevant administrative and international experiences required to inform and guide the proposed course of study. Attach a CV.

7. Recruitment and Selection of Participants: Include a brief plan outlining how you intend to recruit students for the program (from which disciplines, what methods of outreach do you hope to use, a timeline for recruitment, etc.). Also, briefly describe the criteria you will apply to students who will likely enroll in the course. Note that students must have a cumulative GPA of 3.0. Students who do not meet this requirement must petition the Committee on Academic Standing. Students participating in programs delivered during the academic year (January, spring break and May following a spring course on campus) will be eligible for financial aid. For eligible students, aid will be apportioned as 50 percent loan and 50 percent grant. Students participating in a stand-alone summer program are not eligible for financial aid. Please keep this in mind when developing a recruitment plan.

9. Resources and Logistics: The questions below are intended to elicit information that will allow the Advisory Committee on Off-Campus Study and the Office of Off-Campus Study & Exchanges (OCSE) to assess the resource implications of the proposed travel seminar. Because off-campus study requires extensive resources, the proposal must include evidence of consultation on resource implications with the relevant department chair(s) and the Director of OCSE. Limits on staff resources, limits on student financial aid, practical obstacles, emerging safety concerns at the host location, financial considerations, low levels of enrollment, or other factors may, of necessity, lead at any point to the cancellation of an otherwise approved course or program. Judgments concerning the practical or financial viability of a course rest with the Dean of the Faculty.

a) How will this new course affect the instructor's teaching schedule?

b) Will the course replace a course previously offered by the instructor? (If so, then you must submit a Routine Course Revision Form to delete the course.)

c) Will offering the travel seminar course require hiring adjunct faculty to cover an on-campus course? Has this impact been considered by the department chair? Explain.

d) Provide a preliminary budget based on realistic estimates of all costs of the course, including partner institutions, classroom space, housing and meal arrangements, international and local transportation, accommodations for field trips, safety and health considerations, and admission fees. Please indicate and describe which resources are available in the host country (classroom space, housing, etc.). Please attach detailed information prepared in consultation with OCSE. Note: It is understood that these figures may change. However, student fees will affect the financial aid obligation of the College. Therefore, estimates at this time must be as realistic and inclusive as possible.

Signatures:

Sponsoring Faculty Member	Date

Chairperson/Director of Department/Program	Date