INTERNATIONAL EDUCATION PROGRAM COUNCIL

Wednesday, October 5, 2011

Meeting Minutes ~ APPROVED

**PRESENT:**

Abourahma, Heba

Choi, Seung Hee

Didi-Ogren, Holly

Kardos, Judit

McCauley, Lawrence

O’Connor, Susan

Shenoda, Michael

Sow, Moussa

Stauff, Jon

Yadavalli, Sunita

**GUEST:**

Steinberg, Diane

**ABSENT:**

Fay, Kevin

Mackie, Elizabeth

**MINUTES:**

Approved with no changes.

 Motion: Heba Abourahma

 Seconded: Sunita Yadavalli

**DISCUSSION POINTS:**

**1] *January Term Proposal [2012]***

The J-Term has been approved to pilot by the College. J-Term courses are full, 1-Unit courses. We discussed shared governance and the role of our Council as well as the importance of incorporating enough timing into the planning of courses involving a study abroad component and appropriate debriefing/follow-up at the conclusion of these courses with the Council. Our goal, in conjunction with the Center for Global Engagement, is to create policy guidelines for developing proposals in order to ensure that off-campus programs are academically sound and logistically complete.

The current program to be reviewed is the London: British Theatre [LIT 370 / Topics in Literature] taking place December 30, 2011 – January 12, 2012, sponsored by the Department of English. This course has already been approved. Larry McCauley addressed the need to insure that the course provide equivalent academic experience to that provided by the course when it is taught on campus. Larry also pointed out the importance of establishing and maintaining a positive relationship.

Our recommendations are as follows:

The Council stresses that faculty are strongly encouraged to follow the guidelines for developing and submitting proposals for off-campus programs posted on the Center for Global Engagement web page (<http://cge.pages.tcnj.edu/resources-for/tcnj-faculty-opportunities-abroad/faculty-led-study-abroad-programs/>). As noted in these guidelines, planning for a new off-campus program should begin the year prior to the program’s academic year. The Council also notes that the order in which recommendations for approval of this new off-campus program were made did not follow that specified in the guidelines referenced above.

**RECOMMENDATIONS**

* **The Council’s main recommendation is to work closely with the Center for Global Engagement on health, safety, risk management, and immigration issues.**
* Give more information about *recruiting*: is there an extant pool of students from which the program could draw, what is the timing for getting the word out about the program, etc. This is especially a concern given the tight schedule for getting students enrolled.
* Give more information about plans for *orientation* prior to travel
* Specify in-country travel arrangements (arrangements for local travel, etc.)
* Will there be any restrictions on students during their allotted free time?
* Clarify program costs and payment schedule

**RESUBMISSION**: The IEPC requests that after meeting with the CGE and developing responses to the questions outlined above, the program proposal be resubmitted to the IEPC for a formal recommendation for approval or further revisions. The Council requests that a revised program proposal be submitted in time for consideration at the Council meeting on November 2nd.

**POST-PROGRAM FOLLOW-UP:** As this is the first January-term program to run, the IEPC respectfully requests that post-program assessment be shared with the Council [e.g., students/faculty visit IEPC; ask Bill Behre to share assessment data with IEPC]. Holly Didi-Ogren said that it is important to ascertain that the program’s stated goals can be met by both the academic plan and the time allotted.

**2] *Subcommittees***: Do we want to establish subcommittees or rely on ad-hoc subcommittees? We chose to establish subcommittees. Michael suggested that each subcommittee contain both old and new members.

* Strategic Planning: This subcommittee involves a significant workload. Its goal is to develop strategic initiatives and to take advantage of the opportunity to gain more visibility for the IEPC. It was suggested that this subcommittee revisit the 2008 plan.

Members:

* + Heba Abourahma
	+ Kevin Fay [Tentative]
	+ Susan O’Connor
* Off-Campus, Short-Term Program Proposals

Members:

* + Judit Kardos
	+ Michael Shenoda
* Campus-Wide Governance [e.g. short-term program policies, student proposals and petitions, etc.]

Members:

* + Holly Didi-Ogren
	+ Michael Shenoda
* Petitions [e.g. non-approved study abroad programs, etc.]

Members:

* + Lawrence McCauley
	+ Sunita Yadavalli
* International Students [e.g. housing, academic problems, a mechanism for letting the CGE know that a problem exists, etc.]: Moussa suggested developing a policy regarding expanding the international student body on campus. What support/accommodations can be provided? Both the Strategic Planning Subcommittee and the International Students Subcommittee should probably collaborate on this particular policy. Sunita will check with the SGA regarding international students who may want to join this subcommittee. There are 30 Peer Advisors to draw upon as well.

Members:

* + Seung Hee Choi
	+ Kevin Fay [Tentative]
	+ Moussa Sow
	+ Sunita Yadavalli

**3]** ***Other Business***:

We discussed the immersion communities at TCNJ: International House, Japanese House, and the proposed Chinese House. A Cultural Festival is planned for October 29 – 30, 2011. Susan mentioned that this is the same weekend at the College’s CommunityFest.

**NEXT MEETING:**

Wednesday, November 2, 2011 at 1:30 PM in Bliss 145

Respectfully submitted by Susan O’Connor