International Education Program Council

1:30pm, November 3, 2010 Meeting Minutes

In attendance: Lawrence McCauley, Holly Didi-Ogren, Elizabeth Mackie, Susanna Monseau, Andrea Salgian, Jon Stauff, Thulsi Wickramasinghe, Simona Wright, Kristen Zalan, Julianna Kopakowski

Excused: Michael Shenoda, Katelyn Crawford, Mary-Kate Fischer

1. The minutes from the October meeting were provisionally approved.
2. Discussion off-campus, faculty-led program policy .

The IEPC members agreed on the following:

* The policy should contain the proposal and evaluation guidelines.
* The policy does not need to require anything that is related to the course, as the course should have already been approved by the appropriate curriculum committee, and should have a course number.
* The timeline is a procedural detail and should not be part of the policy; it should be flexible and at the discretion of the IEPC or the Center for Global Engagement.
* The proposal should explain how the program relates to and enhances the course.
* The proposal should detail how the learning experience is different from the one in a sit-down classroom, and explain the contact hours equivalence (i.e. “seat time” vs. “feet time”).
* The proposing faculty member should have a level of comfort with the location of the program, and should be able to demonstrate experience and expertise in leading off-campus programs.
* The proposal should contain health, safety and emergency procedures, which should be developed in collaboration with a provider or host institution, with assistance from the Center for Global Engagement.
* A timeline, itinerary, and day-to-day syllabus should be included.
* Pre-departure informational sessions should be required.
* Program leaders should be required to undergo emergency training.

Meeting adjourned at 3:00pm.

Next meeting will be held on December 1, at 1:30pm.

Respectfully submitted,

Andrea Salgian