

Chairs' and Directors' Assembly (CDA)
Wednesday, Feb. 5, 2020
Student Center Leadership Room, Kennesaw Campus

Agenda*

Welcome, Barbara Gainey, CDA chair-Call to order 9:05am

KSU President Pamela Whitten-Spoke for 20 minutes on a variety of topics

KSU Provost Kat Schwaig- Spoke for 10 minutes on a variety of topics including:

The KSU Roadmap; QEP; fund raising; and the recent gift to the Honors College

Additional Q&A-Those in attendance then were allowed to ask questions of the president/provost.

Study Abroad proposal process, Dr. Sheb True, Interim Associate Vice President, Division of Global Affairs

Sheb gave an overview of the new Study Abroad proposal process and Education Abroad College Approval Form (both attached)

Kevin Gwaltney and Andy Altizer,

Kevin and Andy gave an overview of the Unmanned Aerial System and Other Aircraft Policy

New "Careers" staff/faculty hiring system, Lynn Lamanac and Karen McDonnell

Ron Matson gave a brief overview and stated that there were still some issues to be resolved so the system is not ready to launch

Due to a timing/conflicting meeting schedule (Karen McDonnell) further discussion of this item was moved to the March 4, 2020 meeting

Approval of Dec. 4 CDA minutes (*action needed*)

10:25 a.m. Adjournment

Update on FPA project team: Feedback will be solicited from CDA members and the Faculty Senate. Please expect to receive a survey soon to get your feedback on suggested changes to the FPA process. –Julie Page

Next CDA meeting: March 4, 2020, Kennesaw Leadership Room

Education Abroad Faculty Standing Committee

Assigned to the Faculty Senate and Advisory to the Education Abroad Office

PURPOSE:

The Education Abroad Faculty Standing Committee (EAFSC) is a decision-making committee to review education abroad program proposals and to make policy recommendations for education abroad programs campus-wide. The EAFSC works collaboratively with the university's academic colleges and departments, various campus partners and education abroad stakeholders, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated guidelines, policies, and procedures.

PROCEDURES:

1. Senior Education Abroad Office leadership (Director or Executive Director) leads and chairs this committee in an ex- officio capacity.
2. The committee reviews the faculty-led program proposal criteria each year in order to make recommendations for any revisions to the program proposal process. All criteria and internal policies will be posted on the EAO's website and will be updated as needed. All meeting minutes will be posted to the EAO's website.
3. The committee will discuss and vote on policies and procedures on a rolling basis as needed based on new institutional initiatives, best practices in international education, and topics introduced as a result of previous program areas of opportunity.
4. Committee Members should attend every meeting and in cases where there is a conflict, is responsible for sending an active substitute to represent their college. This substitute should be prepared to vote on behalf of the college and be trained in committee activity expectations.
5. Committee Members must complete all faculty trainings required for education abroad program directors.
6. Committee members will receive their own orientation from the Division of Global Affairs and relevant campus partners to introduce them to and train them on their responsibilities.
7. Committee members will take part in a documented process to formally review and acknowledge assigned program proposals on behalf of their college.
8. Committee members may be asked to serve on relevant tasks force groups related to education abroad programs.
9. The committee will meet formally on a quarterly basis and on an as-needed basis to review education abroad program proposals, guidelines and policies governing education abroad, as well as new initiatives involving education abroad programs on the following schedule:

October – General Meeting

December – General Meeting

February – General Meeting

April – General Meeting

Additional meetings may be called as necessary but are not anticipated.

PROGRAM PROPOSAL REVIEW:

1. It is required that Department Chairs and Academic Deans in each academic college evaluate

Revised 1/3/2020

and decide on education abroad program proposals before they are routed to the EAFSC. This process should be based on their academic/disciplinary requirements (academic rigor, quality, course content and delivery, format, institutional expectations, and contact hours), and ensuring the proposal meets any other criteria established by the respective college. *In some cases, colleges will also have international committees to contribute to this process.*

2. Following proposal submissions, international committees within academic colleges (or their designees) will be asked to prioritize proposals in the manner that best suits the academic colleges' needs and submit the prioritizations to the Education Abroad Office in advance of the formal committee meeting.
3. The Education Abroad Office will provide an annual timeline to ensure submitting faculty have an opportunity to obtain appropriate approvals are considered prior to the program's submission deadline as well as to ensure academic colleges have a reasonable amount of time to review proposals in advance of the committee meeting.
4. It is the EAFSC's responsibility to coach and support their respective colleges through the review process based on the proposal review criteria. The Education Abroad Office serves as a support and resource to partner with faculty and committee members to achieve quality proposal submissions.
5. Program proposals approved by the colleges are submitted to the EAFSC by the committee's deadline and evaluated primarily on the following:
 - Aptitude
 - Completeness of Proposal
 - Detailed Itinerary and Budget
 - Innovative Program Concept Design
 - Diversity
 - Safety/Risk Management
 - Knowledge and Experience
 - Previous Success
 - Curricular Significance
6. The EAFSC will also review syllabi and documented contact hours to assure compliance with approved policies and procedures of the university.
7. The academic colleges will provide final course and contact hour approval according to approved policies and procedures of the university.
8. Elected faculty representatives will serve as the primary reviewers and decision-makers on education abroad guidelines leading discussion of proposals from their College. Faculty members who submit a proposal will not review their own programs.
9. Following review, the committee's recommendations, based upon the above criteria, will be reported to submitting faculty, on behalf of the committee. The proposal notification categories are as follows:
 - Approved
 - Approved with Revisions
 - Revise and Resubmit (for the following academic year)
10. Proposals designated for revision still need to receive final committee approval and meet all necessary criteria prior to program promotion or enrollment.

MEMBERSHIP:

Voting Members (12): Twelve tenured, tenure track or full-time permanent faculty, one elected from

each Academic College. Faculty elected to serve on this committee should have experience directing an education abroad program and have experience with budgeting and international risk management best practices. Membership is based on the following guidelines:

- Faculty will serve two-year terms and due to the training and engagement expectations, academic colleges are encouraged to support multiple consecutive terms.
- Ex Officio Members (4):

Education Abroad Leadership

An Administrator from the Division of Student Affairs

An Administrator from Enrollment Services

An Administrator from Academic Affairs in the Budget Office

These roles are all non-voting and are either selected by the Committee Chair based on their involvement in education abroad programs, or they are appointed by their respective departments.



EDUCATION ABROAD COLLEGE APPROVAL FORM

Program faculty should complete the form below and route it for the appropriate signatures before uploading to their program proposal.

PROGRAM ACADEMICS

- I acknowledge that I have reviewed the academic content of the _____ education abroad program proposed by _____.
- I acknowledge that the content of this education abroad program meets academic requirements and expectations of my department/college.
- I acknowledge that the course(s) has the required contact hours to meet UPCC/GPCC guidelines for all course credit.
- I acknowledge that _____ has the required qualifications to teach the course(s) offered per accreditation requirements.

COMPENSATION

- I acknowledge that _____ will be compensated using the compensation formula selected below.
- I acknowledge that the University's overload policy prohibits 12-month faculty from receiving compensation via overload for education abroad programs.
- I acknowledge that faculty teaching in the Fall and Spring and not eligible to receive compensation via overload for education abroad programs.
- I acknowledge that faculty must adhere to the 33.33% Summer salary limits and cannot be compensated for amounts that exceed this percentage.
- I acknowledge that the College of Humanities and Social Sciences has imposed a maximum cap of \$15,000 for education abroad compensation.

Education Abroad Compensation Formulas (Choose One):

- Faculty-Led Program Salary: \$165 x # of Students x # of Credit Hours
- Faculty-Led Program Salary for Facilitating a Course: \$82.50 x # of Students x # of Credit Hours
- Other: _____

CHAIR AND DEAN CONFIRMATION OF ACKNOWLEDGEMENTS

 CHAIR NAME (PRINT)

 DEAN NAME (PRINT)

 CHAIR SIGNATURE

 DEAN SIGNATURE

 DATE

 DATE