

**TO:** Steering Committee

**FROM:** Committee on Academic Programs

**RE:** Final Recommendation on the Guidelines for Off-Campus Faculty-Led Programs

**DATE:** May 8, 2013

**Introduction:**

Currently, individual instructors at TCNJ design and lead off-campus courses within the United States and abroad. While there are proposed guidelines, no formal standards exist for such programs or processes for their review.

The Office of International and Off-Campus Studies and the Summer School Program originally housed off-campus programs and that responsibility changed to the International Education Program Council (IEPC) and Center for Global Engagement (CGE) in 2010. In 2008, IEPC and CGE's predecessor drafted the proposed guidelines, and thereafter, IEPC and CGE approved them. They guidelines failed to complete the governance process, however. In April 2011, Steering requested that CAP work with IEPC and CGE to take the proposed guidelines through the full governance process.

In February 2013, Steering asked CAP to table the off-campus faculty-led programs charge while it considered IEPC's structure again. In April, Steering renamed IEPC, the Global Engagement Program Council (GEPC). Thereafter, Steering asked CAP to continue resume the governance process.

**Charge:**

The International Education Program Council (IEPC) has developed a set of guidelines (attached) to deal with such off-campus faculty-led programs. The Steering Committee asks CAP to use these guidelines to develop a preliminary recommendation and to work with IEPC to shepherd the guidelines through the college wide governance process including the gathering of testimony.

**Background to the Recommendation:**

In fall 2012, CAP created a subcommittee to review the guidelines. The subcommittee consisted of:

Christopher Fisher  
Stephanie Shestakow  
Richard Kamber  
Steven O'Brien  
Lisa Grega

The subcommittee consulted Jon Stauff, director of the Center for Global Engagement (CGE), and Heba Abourahma, chair of the International Education Program Council (IEPC), on the

background and approval process for off-campus faculty-led programs. Jon and Heba explained the origins of the proposed guidelines and that IEPC had vetted them between 2010 and 2012. Thereafter, CGE and IEPC pressed for approval of the guidelines to better manage and assess off-campus faculty-led programs. Additionally, as TCNJ increased its focus on off-campus courses, CGE and IEPC found they needed the appropriate amount of time to carry out the duties of approving and administering off-campus courses. The subcommittee voiced concern about the course approval process, particularly whether IEPC and CGE had assumed a role reserved for school Curriculum Committees. Jon and Heba noted that IEPC and CGE could not consider proposed courses until they had already cleared the school's curriculum committee, and that the proposed guidelines set that criterion as policy.

The subcommittee invited Jon and Heba back to the meeting with CAP's full body for further comment about the proposed guidelines, coordination within the schools and between semesters, and the application process itself. CAP questioned the guideline's timeline and asked if it should include summer and J-term/winter terms. Jon noted that IEPC and CGE revised the guidelines in 2011, before the winter term courses were in place, but they do plan to include J-term/winter term and summer courses in the timeline. After the meeting, Jon forwarded CGE's announcement of the program and the application instructions. When coupled with the proposed guidelines, CAP found CGE's materials comprehensive and sufficient, and continued with the governance process.

On May 2, 2013, CAP held an open forum on the preliminary recommendation and guidelines to get feedback from the campus community and stakeholders. Participants in the open forum commented on the timeline and course approval process. CAP also received online feedback about the recommended guidelines that raised similar concerns. Thereafter, with the aid of IEPC, CAP modified the guidelines to address the public's concerns. CAP approved the final recommendation on May 8, 2013.

**Preliminary Recommendation:**

CAP's preliminary recommendation is for TCNJ to adopt the Global Engagement Program Council (GEPC) guidelines for off-campus faculty-led programs.

# **THE INTERNATIONAL EDUCATION PROGRAM COUNCIL (IEPC) GUIDELINES FOR DEVELOPING PROPOSALS FOR OFF-CAMPUS PROGRAMS**

## **LED BY TCNJ FACULTY**

February, 2011 revisions

### **INTRODUCTION**

TCNJ encourages faculty to submit proposals to teach courses off-campus, both in the United States and abroad. Because these programs usually occur in locations that are far from campus, the faculty member's knowledge of the location, and the program's ability to deliver student support services once on location, should be higher than for on-campus courses. In addition, because of the brevity and intensity of the objectives of off-campus programs, the pedagogical methods of reaching those objectives must be specific, clearly articulated, and demonstrable.

At the same time, TCNJ recognizes that off-campus locations offer faculty resources that do not exist on its campus and faculty should consider the use of such off-campus resources (as well as the opportunity to gain immersion in another culture) when preparing and submitting proposals.

### **1. THE PROGRAM PROPOSAL**

The off-campus program proposal is intended to help the faculty leader(s) to:

1. Gather information;
2. Articulate how the academic and learning objectives for the approved course will be taught in the off-campus setting;
3. Show how the chosen site and learning objectives are linked;
4. Demonstrate that the academic goals of the program may be achieved effectively and safely in the proposed program location;
5. Show the qualifications of the faculty member(s) to lead the proposed program.

#### **1.1 THE PROGRAM PROPOSAL FORM**

As the administrative office that makes recommendations to CAP concerning standards and practices for foreign studies, the International Education Program Council (IEPC) has developed a program proposal form for faculty members to follow as they complete their proposal(s). (See item 3)

#### **1.2 THE COURSE**

Program proposals may be built upon an existing course or a new course. If a proposal is built upon **an existing course**, it must be modified for off-campus learning. The proposal must include an explanation of how the course meets IEPC's off-campus learning and

experiential objectives and GCE's programmatic expectations. In the case of an off-campus program proposal built upon a **new course**, it must meet IEPC's criteria for modified courses and the course approval process for the originating school(s).

## **2. THE FACULTY LEADER**

Any member of the faculty who has been at TCNJ for at least one year may, with the approval of the department chair (or program director) and dean, propose a short-term program to be taught during the third or subsequent years the faculty is at TCNJ. Any substitution of the faculty named in a proposal must secure approval from the department/program chair, Dean, and IEPC.

## **3. THE PROGRAM PROPOSAL APPROVAL PROCESS**

### **3.1 ROLE OF THE INTERNATIONAL EDUCATION PROGRAM COUNCIL (IEPC)**

The IEPC reports to CAP (Committee on Academic Programs), which is a college-wide governance committee. The IEPC is charged with advising the Center for Global Engagement (CGE) on policy, procedures, and programs, and it is IEPC's responsibility to recommend the approval or rejection of a proposed program to CAP and the Provost one year before the proposed program goes into action.

### **3.2 ROLE OF THE CENTER FOR GLOBAL ENGAGEMENT**

Academic Affairs has charged the Center for Global Engagement (CGE) with:

1. Collaborating with faculty leaders to develop program logistics;
2. Developing program budgets;
3. Creating standards for admissions of participants (together with faculty program directors);
4. Adhering to health and safety policies and emergency management procedures;
5. Announcing proposal submission deadlines at the start of the academic year prior to the year proposed for the programs. (If a deadline falls on a weekend, the due date will be the following Monday.)

### **3.3. TIMELINE**

**IEPC establishes the timeline for approval of off-campus faculty-led programs** that take into consideration logistics such as board approval, course advertisement and registration, the academic calendar, and adherence to health and safety standards.

IEPC encourages faculty to contact CGE to declare their intention to submit a proposal and for assistance in the proposal's development as early as possible.