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, EPC and CGE’s predecessor drafted the proposed guidelines, and thereafter, IEPC and CGE approved them. The 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.

**CAP's Final Recommendation**

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

# GEPC GUIDELINES FOR DEVELOPING PROPOSALS FOR OFF-CAMPUS PROGAM

# LED BY TCNJ FACULTY

Revised October 2013

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, and ability to deliver student support services should be higher than for on-campus course. In addition, because of the brevity and intensity of the objectives of off‑campus programs, the pedagogical methods of reaching those objectives must be more specific, clearly articulated, and demonstrable.

At the same time, TCNJ recognizes that off-campus locations offer faculty resources that do not exist on the TCNJ campus, and faculty also need to consider the use of such resources (as well as the opportunity to gain immersion in another culture) when preparing and reviewing 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 safely, without harm to the student, 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

The Center for Global Engagement has developed a program proposal form, and faculty members should follow this form in completing their proposal(s).

1.2The course

All proposals must be built around an existing course. In the case of an off-campus program proposal built around a new course, the proposed course must be submitted through the established course approval process during the year prior to the year proposed for the program. The proposal should make clear how the learning objectives and outcomes of this approved course will be met in the “off-campus iteration” of the course.

## 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 year the faculty is at TCNJ. Only the faculty member(s) named in the proposal mayteach the course off‑campus.

## 3. THE PROPOSAL APPROVAL PROCESS

## 3.1 Role of the Global Engagement Program Council (GEPC)

## The GEPC reports to CAP (Committee on Academic Programs), which is a standing committee of the Faculty Senate. The GEPC is charged with advising the Center for Global Engagement on policy, procedures, and programs. As part of this charge, as part of the proposal review process” the GEPC’s function in the off-campus, faculty-led program process is to make a recommendations to CAP and the Provost/Academic Affairs for the approval or rejection of proposals submitted during the year prior to the year proposed for the program.

## 3.2 Role of the Center for Global Engagement

The Provost/ Academic Affairs has charged the Center for Global Engagement 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

Once announced, all deadlines will be final. There will be no exceptions.

## January 15

## With the course approved, during the year prior to the year proposed for the program, the faculty should contact the Center for Global Engagement for assistance with the development of the proposal. No assistance will be provided for any requests received after the deadline.

## March 1

All completed proposals must be submitted to the chair of GEPC by noon on March 1 of the year prior to the year proposed for the course. There will be no exceptions to the deadline. To be considered complete, the signatures of the department chair (or program director) and dean of the appropriate school are required as well as the director of the Center for Global Engagement.

## April 1

GEPC will notify all applicants of the recommendation for acceptance or rejection of their proposals. All rejected proposals should be returned with comments and, if appropriate, with suggestions to improve proposals for future consideration. Accepted proposals will be sent to the provost for final approval.

## April 15

The provost can decide not to approve a proposal that has been recommended by GEPC and will notify the chair of GEPC.

## May 1 to October 1

Program development

## October 1

Submission of waivers to the TCNJ Board of Trustees

## November to February

Publicity and recruiting

Collection and review of applications and selection of students

## February

## Collection of deposits

## March – April

Collection of final payments

## April

Workshop for faculty leaders

## Pre-departure orientation for students

## May-July

Departure and return of programs

August

Submission of travel reimbursement and receipts

September

Program debriefing with faculty leaders, GEPC, and staff in the Center for Global Engagement