

11-15-2016

# Minutes, Curriculum Committee Meeting, Tuesday, November 15, 2016

Curriculum Committee

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# Curriculum Committee- Rollins College

**DATE: 11/15**

**LOCATION:** Bush 176

## ATTENDEES

|   |  |
|---|--|
| <input type="checkbox"/> Amy Armenia                      | <input checked="" type="checkbox"/> Gabriel Barreneche |
| <input checked="" type="checkbox"/> Mario D'Amato (Chair) | <input type="checkbox"/> Meribeth Huebner              |
| <input checked="" type="checkbox"/> Mattea Garcia (Sec.)  | <input checked="" type="checkbox"/> Robin Mateo        |
| <input checked="" type="checkbox"/> Jonathan Harwell      | <input checked="" type="checkbox"/> Laura Pfister      |
| <input checked="" type="checkbox"/> Nick Houndonougbo     | <input type="checkbox"/> Claire Strom                  |
| <input checked="" type="checkbox"/> Emmanuel Kodzi        | <input checked="" type="checkbox"/> Mae Fitchett       |
| <input checked="" type="checkbox"/> MacKenzie Moon Ryan   | <input checked="" type="checkbox"/> Carol Lauer        |
| <input checked="" type="checkbox"/> Nancy Niles           | <input type="checkbox"/>                               |
| <input checked="" type="checkbox"/> Zhaochang Peng        |  |
| <input checked="" type="checkbox"/> Jay Pieczynski        |  |
| <input type="checkbox"/> Shaayann Khalid                  |  |

## AGENDA/DISCUSSION

1. Approve Minutes from November 1, 2016 meeting
  - Motion to approve minutes: Jonathan Harwell
  - DECISION: 9-0-0
2. Sub-committee announcements
  - New Course Subcommittee: No news.
  - Appeals (G. Barreneche): 16 appeals, many of which were related to rFLA and completion of competencies. This may lead to a review of the policy that requires all competencies to be completed prior to taking rFLA 300.
3. New Business
  - Strategic planning: Progress reports and discussion on two key questions
4. Old Business
  - None
5. Announcements:
  - Team for reviewing survey responses: Claire, Mario, Mattea. Others are welcome to participate.

- CLA Faculty Meeting on Thursday: Mario has met with Giselda regarding assessment of study abroad programs. Any new study abroad program will be brought to CC for approval. Any program that will be removed will come before CC. Programmatic assessment of study abroad (every 3-5 years) does not need to come to CC unless there are concerns.
  - There is some talk regarding developing an athletic department, especially with regard to assessing the Health & Wellness courses. Such a proposal would come to CC (and then to CLA).
  - A formal proposal may come to CC to handle an issue with Holt minors.
  - An invitation to several chairs to attend our next CC meeting, specifically departments with a large number of majors (the top 6).
6. Adjourn
- Motion to Adjourn: Mattea Garcia
  - APPROVED

## **ACTION ITEMS**

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Minutes Prepared By: Mattea Garcia

## **International Programs Program Approval Processes and Ongoing Program Assessment**

### **Faculty-Led Field Study and Approved Summer Programs**

Field Study: a short-term (typically one week to three weeks) faculty-led travel course that usually integrates experiential learning at the program site (whether domestic or international) with more traditional classroom experiences and assignments. A Field Study can be a component of a semester or Maymester course, or it can be a stand-alone, credit-bearing course (usually for 2 or 4 credits). It may also be non-credit bearing—as in a service-learning alternate spring break program. A Field Study is designed and led by one or more Rollins faculty members and typically involves about 8 to 20 students, depending on the number of faculty participating in the trip. On a Field Study, the faculty leader(s) take primary responsibility for the group of students, makes on-site logistical arrangements themselves or by contracting with a third-party provider, and are with the students for a bulk of the time abroad. The faculty director teaches the course (for credit-bearing experiences) and also leads and/or participate in all program activities and excursions.

Faculty-Led Approved Summer Program: a three to eight week faculty-led study abroad program that is hosted by a foreign institution or a third-party study abroad provider. The Faculty Director teaches and/or provides academic oversight for the program in addition to collaborating with the program host and IP for administration and logistics. The program has been appropriately vetted by faculty and administrators from Rollins and there is usually a detailed agreement between Rollins and the study abroad program partner. When students participate on such a program, the program partner is essentially acting as the “home campus,” and has an infrastructure in place to effectively manage risk and provide appropriate student support. The quality of the academics must be carefully reviewed and documentation gathered to ascertain the appropriate credentials of non-Rollins program faculty if necessary. These programs should be developed with the intention of becoming ongoing programs since they take a substantial amount of work to establish.

For both kinds of faculty-led programs, IP provides oversight for the program, handles the on-campus logistics and administration for both faculty and students, assists faculty as needed with program arrangements, handles the finances for the Field Study, and provides support and coordination in the event of any emergencies or problems.

Program Proposals: Field Studies and Faculty-Led Approved Summer Programs are selected on an annual basis for the following academic year. Please read the paragraphs above or contact IP if you aren't sure whether your program is a Field Study or an Approved Summer Program.

- Established and New Field Studies: Faculty Directors must submit the appropriate proposal document by the established deadline
- Established Faculty-Led Approved Summer Programs: IP reserves up to three places each year for established faculty-led approved summer programs. In lieu of a proposal, Faculty Directors must submit the program report and student evaluation summary for the previous program year by the established deadline
- New Faculty-Led Approved Summer Programs: IP reserves up to 2 places each year for new faculty-led summer programs. Faculty Directors should discuss the proposal idea with the Director of IP prior to submitting the draft proposal. Faculty Directors must submit the appropriate proposal

document by the established deadline. Once a new program has run successfully twice, the IP Faculty Advisory committee will review the program to determine if it will become an established program

#### Program Review, Selection and Approval:

1. Proposals are reviewed in full by IP and the IP Faculty Advisory Committee with consideration towards:
  - a. Audience and potential student interest including past interest when applicable
  - b. Logistics, itinerary and cost
  - c. Academic quality
  - d. Risk management
2. In this process, IP aims to develop a strategic slate of program offerings for the academic year. The number of programs is limited by scholarship funding and the anticipated number of participants based on recent data from IP. Programs that have secured outside or College funding to support the program and/or student participants will have that taken into account when reviewing proposals.
3. IP and the Faculty Advisory Committee create a recommended slate of programs
4. IP presents this recommended slate to the appropriate Dean
  - a. Teaching and/or performance evaluations at Rollins may be considered
5. If the program location is deemed high-risk by IP, IP sends the proposal to Risk Management, the VP of Student Affairs and the Provost for review and approval
6. All new programs are then sent to the curricular committee as follows:
  - a. Curriculum Committee for new Summer Programs
  - b. The relevant new course sub-committee for any new field study courses
  - c. The IP Director or Assistant Director should be present when the program is discussed by the Curriculum Committee and/or the relevant new course sub-committee.

Ongoing Program Assessment: Policies and pedagogy for education abroad have changed and continue to change, and competition for leading such courses has become increasingly intense, so all faculty-led summer programs and field study courses are assessed regularly in light of the current expectations and standards.

- Annual Assessment:
  - All programs go through the proposal process as outlined above.
  - Student evaluations of the program are collected at the end of the program and data is entered into a summary sheet for review.
  - The summary of student feedback is provided to the program leader(s).
  - Program Leader(s) submit a program report after the program and after receiving student feedback.
- Five-Year Course/Program Approval: All faculty-led programs are re-approved through the Curriculum Committee every five years with the following documentation:
  - Cover Sheet from International Programs explaining and providing any necessary additional information and noting any questions or concerns.
  - Established Field Study Proposal form with updated program information and any proposed changes to the program *or* for Summer Programs, the most recent program report and evaluation summary
  - Itinerary and syllabus from the most recent version of the program

- The IP Director should be present when the program is discussed by the relevant course committee(s)

### **Rollins Approved Semester Programs**

Semester Approved Program: On an Approved Semester Program, the Office of International Programs has established a partnership with a foreign institution or organization, a third-party study abroad provider, or an institution in the US that runs study abroad programs. The program has been appropriately vetted by faculty and administrators from Rollins and there is a detailed agreement between Rollins and the study abroad program partner. When students participate on such a program, the program partner is essentially acting as the “home campus,” and has an infrastructure in place to effectively manage risk and provide appropriate student support. The quality of the academics must be carefully reviewed and documentation gathered as necessary to ascertain the appropriate credentials of program faculty.

### Program Selection and Development

1. A potential new program might be identified in a range of ways including, but not limited to the following:
  - a. IP staff identify a student or curricular need or gap in existing programs. This is done by tracking participation in non-Rollins programs, noting patterns of concern that arise in advising, and in discussion with academic departments.
  - b. A faculty member or higher administrator makes a connection with a program or institution and discusses developing a new semester program with the Director of International Programs (IP).
  - c. A program or institution abroad contacts Rollins to express interest in a partnership.
2. The Director of IP will first research the potential program to determine if the program aligns with the Strategic Plan for International Programs and meets basic standards for new programs including: sustainability; fulfillment of clearly defined need(s); quality of student learning; marketability; alignment with IP and College mission.
3. The Director of IP will then present this basic information about the potential program to the IP Faculty Advisory committee for review and discussion.
  - a. For exchange programs, at this phase, the Director of IP will also present the same information to the Office of International Student and Scholar Services for review and discussion. The Office of International Student and Scholar Services may also consult with Admissions.
4. Based on this review and the recommendation(s) of the IP Faculty Advisory Committee (and Office of International Student and Scholar Services, if applicable), the Director of IP determines whether IP will support the program proposal. If IP will not support the development of the program, a clear rationale will be provided.
5. If the initial proposal is accepted, IP will work with the Faculty Advisory committee, relevant faculty and staff, and staff in IP to do the following:
  - a. Establish a timeline for program development
    - i. For exchange programs, this timeline must be determined with the Office of International Student and Scholar Services. In addition, the Office of International Student and Scholar Services will consult with Admissions regarding an appropriate timeline.
  - b. Research the program and create an initial report on information gathered

- c. Collaborate with faculty across campus as necessary
  - d. Conduct a risk assessment as necessary
  - e. Conduct a site visit
  - f. Develop a complete program proposal
    - i. For exchange programs, development of the exchange program terms is done in consultation with the Office of International Student and Scholar Services.
  - g. Submit this complete proposal along with the cover sheet for the "Creation and Revision of Academic, Non-Credit and Collaborative Programs" to the Curriculum Committee.
  - h. Respond to any questions or concerns raised by the members of the Curriculum Committee
  - i. If the proposal is approved by the Curriculum Committee, the Chair of that Committee signs the cover sheet for the "Creation and Revision of Academic, Non-Credit and Collaborative Programs" and submits it, along with the meeting minutes indicating approval, to the appropriate Dean and Provost.
  - j. The Dean and Provost determine any need for further approvals from the Planning and Budget committee, President's Staff, President and Trustees.
  - k. If all approvals are granted, the Dean, Provost and other parties as needed, sign the cover sheet for the "Creation and Revision of Academic, Non-Credit and Collaborative Programs."
6. The Provost Office in consultation with IP determines if SACS notification is required, and, if so, proceeds with that notification.
  7. IP staff then develop a complete program agreement that is reviewed by:
    - a. Risk Management
    - b. The Office of International Student and Scholar Services (for exchange programs)
  8. Once the agreement has been reviewed, IP proceeds with signatures:
    - a. A contract form is submitted online and the VP of Business and Finance and Treasurer signs the agreement.
    - b. The agreement is forwarded to the Provost's office and the Provost signs the agreement.
    - c. The agreement is signed by the program partner.
    - d. An electronic copy of the fully signed version is maintained in IP and the Provost's Office, and in International Student and Scholar Services (for exchange programs).
  9. Once a signed agreement is on file, IP (and the Office of International Student and Scholar Services if exchange) opens the program to students.

### Program Assessment

- Annual Assessment:
  - Student evaluations of the program are collected at the end of the program and program specific reports are reviewed by IP staff.
  - Overall data for all Approved Semester programs is entered into a summary spreadsheet and reviewed by IP staff.
    - This summary is also included in the IP Annual Report shared with the IP Faculty Advisory committee.
  - Any significant concerns or patterns of concern raised by students are addressed with the student and/or with the program partner.
  - IP staff note any concerns or problems that arise in the advising process or through the semester and address these with the program partner as appropriate or make changes as needed to program requirements and advising.

- IP staff review transcripts for students on the program and address any concerning trends with the program partner or make changes as needed to program requirements and advising.
- Three-to-Five-Year Program Assessment: Each Approved Semester program is fully assessed every three to five years.
  - An IP staff member or appropriate faculty member conducts a visit to the program site.
  - A site visit report is created and filed with IP.
  - Information from the site visit report, annual student feedback, and IP staff input are all used to create the “Approved Semester Program Review Form.”
    - For exchange programs, the Office of International Student and Scholar Services is also consulted.
  - Additional documentation is appended:
    - Sample course syllabi
    - Other documentation that may be required or appropriate based on the “Approved Semester Program Review Form”
  - The “Approved Semester Program Review Form” and supporting documentation is reviewed by and discussed with the IP Faculty Advisory committee, which always includes a standing member of the Curriculum Committee.
  - If any concerns are raised during this process, IP will bring these to the Curriculum Committee for input, in which case:
    - The relevant “Approved Semester Program Review Form” and supporting documentation is submitted to the Curriculum Committee
    - The IP Director or Assistant Director should be present if the program is discussed by the Curriculum Committee
  - Based on the feedback from the IP Faculty Advisory and Curriculum Committee, IP takes steps to address any concerns with the program partner, moves to discontinue the program, or continues with the program as offered.
  - The “Approved Semester Program Review Form” goes on file with IP.
  - If needed, the program agreement is updated and resigned, following the process outlined above.