

Roles in Saint Mary's College International Study Programs

Provost/Senior Vice President	Global Education Office	Academic Affairs	Faculty Coordinator	Global Education Advisory Committee
Budgetary issues Personnel Issues Curricular issues Crises Site visits	Alice – Associate Director Publications Website/on-line application General promotion External marketing Event coordinating Resource library Health & safety/insurance Student advising General pre-departure General re-entry services Study abroad database Student travel grants External scholarships GEO Committee Chair Both Liaise w/ other departments Assessment/dissemination Crisis management Site visits Guide policy and planning Mana - CWIL Director Appoint committee chair Overseeing finances, faculty, curriculum Advising Provost Faculty/Dept. grants	Grading policy Transfer credit Approves Sophia credit Credit for new program Academic advising	Academic advising for their programs Course descriptions, syllabi Drafting budget Primary contact with on-site coordinator Recruitment for individual programs Information sessions Suggest enrollment criteria Selection of applicants Program-specific orientation Coordinating necessary travel documents Coordination of transcript translation Primary contact with parents Site visits Crisis management For faculty-led short-term programs: Coordinating logistics of travel plans	Assessment plan Policy/decision Recommendations Quality control of curriculum & enrollment criteria New program approval Student travel grants Big picture vision