

## Approval Process for All New Saint Mary's Off-campus International/Intercultural Programs

At Saint Mary's, we have two primary types of off-campus international or intercultural programs: 1) **Faculty-led** (in which our own faculty deliver Saint Mary's courses to the students) and 2) **Affiliations** (where we sign an agreement with another organization to provide education to our students, whether a university or third-party provider). In general, our academic semester programs are more likely to be affiliations, and our summer and semester-break programs are more likely to be faculty-led. We also have a few **hybrid** programs, in which Saint Mary's faculty members deliver our own courses in conjunction with another organization that also supplies some courses or course content. As new programs of each of these types are developed and approved, the degree of faculty initiative versus institutional initiative varies in each case, but any potential faculty involved collaborate with the Director of CWIL throughout.

To propose a new Saint Mary's College off-campus international or intercultural program of any of these types:

- If the program will be connected to an academic department, the Director of CWIL should first secure required approval from the relevant **department Chair(s), whose curricular offerings and faculty resources may be affected by the new program**.
- The Director of CWIL (with the faculty member if appropriate) takes the preliminary draft to the **Provost** for an initial conversation. (The Dean of Faculty will be included as needed, for example in the case of pre-tenure faculty.)
- If the Saint Mary's course to be taught on a faculty-led program is a new one, the syllabus is submitted by the Chair to a **Curriculum Committee area representative** for expedited review. Approval of the course in this process does not guarantee approval of the new study abroad program.
- If faculty members are involved, they then officially submit the appropriate off-campus intercultural program proposal form available on the CWIL website, with required attachments, to the Director of CWIL, ideally by October 1.
- The Director takes the proposal for consideration as soon as possible to the **Faculty Advisory Committee on Global Education**, which recommends approval or not based on the academic integrity of the proposal and its fit with the College's mission, learning outcomes, and vision and plan for global education.
- The Director of CWIL takes the proposal immediately to the Director of Financial Aid, Controller, Registrar, Accounts Payable accountant, and finally the **Chief Financial Officer** for logistical, financial, risk, and legal consideration and comment.
- The Director of CWIL takes the proposal back to the **Provost** for academic approval.
- The Provost then recommends to the **President** whether to approve running the new program (consulting with the Academic Affairs Council if needed, since the Faculty Advisory Committee is a committee of the Provost, not of the AAC).
- Upon the President's approval and informing the Academic Affairs Committee, the program is announced to the College community through an official memorandum from the Provost.
- If the Saint Mary's course to be taught on the faculty-led program is a new, experimental one, by the third time it is offered, it must go through the **Curriculum Committee** to be approved as a permanent course.

For "expedited" or "pilot" programs:

When a program is needed on short notice to meet pressing student need, or if a program has been proposed, but the Faculty Advisory Committee on Global Education would like some experience with it before approving it permanently, an expedited process may be used for experimental status. In these cases, for one year only, students may be allowed to participate in the study abroad

program upon approval of only the Provost (and Dean of Faculty, if necessary), Director of CWIL, and an elected faculty member of the Faculty Advisory Committee on Global Education, if there is not time for the whole committee to review it. After this initial experimental period, the program must complete the formal review process for permanent status.

As of the Fall of 2013, we are also offering a third category of off-campus international programs to our students via our new Holy Cross Global Education Consortium. These are faculty-led programs (either summer or academic semester) run by King's College, St. Edward's University, or Holy Cross College which are open to our students. According to our consortial agreement, each year those institutions will submit a template of information and syllabi for each of their programs in which they want to offer slots to the consortium. From there, our internal approval process is:

- The Director takes the proposals for consideration to the **Faculty Advisory Committee on Global Education**, which recommends to the Provost approval or not based on the academic integrity of the proposal and its fit with the College's mission, learning outcomes, and vision and plan for global education.
- The Director of CWIL takes the proposals to the **Provost** for academic approval.

After this, these programs are listed in our materials as available through the Holy Cross Consortium, and interested students contact the appropriate school directly.

To terminate any of these programs of any kind:

- The Director of CWIL determines that the program should be discontinued in consultation with the Faculty Advisory Committee on Global Education (normally due to faculty departure, security conditions, or lack of student interest) and recommend this to the Provost, who recommends it to the President.
- The Provost announces the discontinuation of the program through an official memorandum to the College community.

Our current definition of off-campus International/Intercultural Programs is:

- An ongoing trip intended to take place more than once;
- that is international OR domestic with an intercultural learning focus; and
- from within the Academic Affairs Division, whether for credit or not.

What this definition means practically is that programs which come to this committee (and which are then overseen, promoted, and served pre-departure and after re-entry by CWIL) include: non-credit experiences in the Academic Affairs Division such as the Social Work trips to El Salvador; domestic intercultural programs such as the Santa Fe Indian School fieldwork option for Education; the Catalyst trip; the "Culture in Performance in New York City" program; and the "Church in the City" class. This process does not relate to efforts to bring international students to our campus.

**NOTE:**

This definition does not include all ventures in which faculty, students, and staff travel off campus, such as faculty members or administrators taking students on one-time trips abroad or domestically (such as conferences); sending students on ongoing domestic off-campus programs without intercultural content (such as the Business Administration Department's week in New York or Political Science Department's Washington D.C. semester program); or taking students on ongoing non-credit programs outside of the Academic Affairs Division (such as Campus Ministry's Spiritual Pilgrimage to Peru or athletic trips). For all other off-campus travel, please contact the Director of the Office of Civic and Social Engagement for the appropriate approval process and forms.