Proposed Committee Change to Handbook Committee, Chapter 17

*International Education Committee*

**Chairperson:** A member of faculty appointed to committee

**Secretary:** Director of Center for International Education

**Voting Members:**

1. Four members of the Ordinary Faculty one from each of the Colleges except Law, appointed by the Deans of the respective Colleges following consultation with the Director of the Center for International Education. The Law School will participate as per the attached memo.
2. Representative from University Mission and Ministry
3. Director of Risk Management
4. Director of Admissions
5. Director of Center for International Education

**Terms:** Three year staggered terms for college representatives and staff not designated by position.

**Scope:**

1. This committee will review and assess the university's efforts in internationalization.
2. It serves as an advisory board for all internationalization activities at Loyola.
3. It is responsible for all policies and procedures for study abroad as well as reviewing new study abroad programs and other international academic and service initiatives of the university.
4. It reviews curriculum issues as they relate to study abroad best practices and all risk management issues regarding study abroad, exchange programs, and other international academic and service initiatives of the university and makes appropriate recommendations as per approved application procedures.
5. It recommends affiliations with other study abroad programs and institutions.
6. It coordinates and evaluates program review with the colleges.
7. It shall report to the Provost and Vice-President for Academic Affairs.

The International Education Committee will meet a minimum of once a semester.
Memorandum

To: Debbie Danna  
Director, Center for International Education

From: Tori Luwisch  
International Programs Coordinator, College of Law

cc: Kathy Lorio, Patrick Hugg, Dane Ciolino

Date: March 24, 2011

RE: College of Law Interaction with the Education Abroad Committee

I am writing in response to your March 2nd email concerning the College of Law’s interaction with the Education Abroad Committee. The College of Law hereby agrees to the following:

I. The College of Law will not have regular membership on the EAC, but will be invited when there are any discussions of health and safety policies and/or procedures.

II. The College of Law will follow the Emergency Protocol in relation to study abroad.

III. The College of Law will follow the Policy on Study Abroad Programs in Countries Where There is a State Department or CDC Travel Warning.

IV. The College of Law will submit health and safety inventories to Risk Management for all study abroad programs on an annual basis.

The College of Law currently adheres to American Bar Association’s standards and regulations regarding the approval of foreign summer programs and the submission of administrative questionnaires. I have attached the following documents:

I. The ABA’s Criteria for Approval of Foreign Summer and Intersession Programs Established by ABA-Approved Law Schools (Rev. August 2010).

   • This document serves as the College of Law’s guide to developing and receiving approval for new foreign study programs. The criteria call for detailed descriptions of the following: the new program, proposed faculty and staff, program administration, educational program, student admission, physical facilities, program cancellation/change and disclosures.
• The document also outlines procedures for program approval, renewal and major changes.

II. The ABA’s *Annual Foreign Summer Program Questionnaire.*

• This administrative questionnaire is submitted annually for each program as an online report through the ABA Quest system. The questionnaire must be submitted to the ABA yearly for purposes related to risk management and program renewal/accreditation.

• The questionnaire requires that detailed information concerning the following must be submitted for each program: faculty, courses, budget, students, legal visits, student evaluations (and complaints, if any), physical facilities and housing.

Please let me know if you have any questions or concerns.