Education Abroad Committee  
Meeting February 10, 2009

Minutes and answers to discussion questions

In attendance:  Ric Bell, Debbie Danna, Tony Decuir, Wing Fok, Sal Liberto, Cathy Zeph

1. Approval Procedures for new programs
   The following issues were discussed:
   a. Can extraordinary faculty submit proposals for new study abroad programs?
      Following a discussion of this issue and a realization that there are many long-
      term faculty members who may be listed as extraordinary, it was determined that
      we needed a definition of the terms prior to making any decision.

      For future discussion
      From the faculty handbook:

      The Ordinary Faculty are those faculty members who are tenured and those
      whose time in rank accrues to tenure. Each non-tenured member of the Ordinary
      Faculty is considered to be on probation. (Chapter 4)

      Extraordinary Faculty are those whose time in rank does not accrue to tenure. (Chapter 15)

      Proposal: Based on the Loyola reality, perhaps we should require a 3-year plan
      for any new program. This would then require a director who is "connected" to
      the institution.

   b. Should there be a restriction on the number of faculty on programs?

      Proposed language: There should be an adequate number of faculty and staff to
      support the number of students attending the program.

   c. Should we require a site visit by a faculty member prior to proposing a program?

      Proposed language: "Exploratory site visits (which precede the development of
      a formal proposal) are required for all programs, but exceptions may be made in
      certain circumstances."

   d. Should different types of programs require different applications? Yes

      The following types of programs will have separate applications to be discussed at
      future meetings.
      1. Exchange Programs  
      2. Study Abroad Programs including faculty-led programs.
      3. Courses with a study abroad component - will not have UC&C approval
      4. Non-credit and University Ministry programs - will be reviewed for health and
         safety issues only.

   2. Annual Reporting Requirements - Process will be reviewed in future meeting to
      determine requirements and what the EAC should review.
3. Program review process
   a. The EAC decided that all programs should go through a re-approval process with a site visit every 5 years. Additionally, an abbreviated review will be triggered by any significant change including the following:
      i. location
      ii. classes
      iii. on-site travel agency or location
      iv. housing
   b. Specific guidelines for the review will be developed at future meetings.

4. Emergency Protocol and supporting documents
   b. Incident Report - Review at future meetings
   c. Student Conduct Violation - Review at future meetings
      i. Written Warning Form
      ii. Notification of Termination from Study Abroad Programs
   d. Guidelines and crisis sequence in case of death of a student - Review at future meetings