

Longwood University
GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

PREPARER: (Originator, Department, or Committee that authored or sponsored this proposal)
 Office of International Affairs and Office of Accreditation and Compliance

TOPIC: Committee on Faculty-Led Short-Term Study Abroad Programs

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

The Committee on Faculty-Led Short-Term Study Abroad Programs was formed in Fall 2015 to evaluate the process, procedures, policy and application process for short-term study abroad programs and make recommendations to the Provost and Vice President for Academic Affairs regarding approval of programs. Prior to the formation of the committee, the Provost and the Executive Director of International Affairs met with the Faculty Senate Executive Committee to discuss the appointment and reporting process. The Faculty Senate Executive Committee determined that it should not be a committee of the Faculty Senate. In 2015-16, the committee conducted an initial review of policy and procedures, and reviewed 13 proposals for faculty-led short-term study abroad programs for Winter/Intersession 2017 and Summer 2017. Only existing Longwood courses may be proposed for faculty-led short-term study abroad programs. In its review of proposals, the committee considers budget, risk management, logistics, staffing, length of stay, contact hours related to compliance with credit hour policies, and other factors related to best practice in study abroad programs. Instructions, guidelines and forms for faculty-led study abroad programs are on the website of the Office of International Affairs at <http://solomon.longwood.edu/offices--departments/international-affairs/instructions-for-faculty-program-leaders/>.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING

POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

1. Revise FPPM Section VI, B. Committee Structure of the University by adding Committee on Faculty-Led Short-Term Study Abroad Programs to the list of "Certain other university committees with significant faculty representation."
2. Add FPPM Section VI, II. Committee on Faculty-Led Short-Term Study Abroad Programs (see attached).

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The Committee on Faculty-Led Short-Term Study Abroad Programs has significant faculty representation and makes recommendations to the Provost that affect faculty participation in short-term study abroad programs. As such, it should be included in the FPPM and membership should be listed with other committees on the Faculty Senate website.

Date submitted to Senate Executive Committee for Consideration: _____

Action(s) Taken:

Date first read at Faculty Senate: _____

Action(s) Taken:

Date final action taken by Faculty Senate: _____

Final action(s) Taken: