What is changing for faculty-led programs, domestic and international?

New context

The new Global Learning & International Affairs (GLIA) unit, led by Associate Provost John Sunnygard, now includes all WKU international activities. The Study Abroad & Global Learning (SAGL) office is now responsible for faculty-led *domestic* and *international* programs (faculty-led programs), including their financial sustainability, logistics, and risk management. Faculty program leaders will continue to be responsible for proposing locations and courses and will carry primary responsibility for recruitment. Diana Howard and Katie Bush, working with SAGL Director Caryn Lindsay, Ph.D., continue to coordinate with program leaders.

Domestic and international programming led by WKU faculty is vital to achieving the goals of the WKU strategic plan. In the spirit of the plan, *greater emphasis will be placed on academically rigorous, demonstrably sustainable programs that are integrated into an academic major or which offer Colonnade credit*. In the new online application, program leaders will be asked for the rationale for teaching the course in the proposed location, how leaders will draw on local experts, how the contact hours will be achieved, and how the activities relate to the learning objectives. (See proposal review process, below)

As of March 1, 2019, a proposal to add a 4th category to Connections, namely, an international experience, is being considered by the Colonnade committee of the faculty senate. If it is approved, that Colonnade course application will also be integrated into the online system to facilitate the Colonnade approval process.

Proposal deadlines

The proposal will be available from March 1, 2019 so that all program leaders may begin to complete their applications. The new online application can be found at:

- **New** spring and summer 2020 program proposals should be submitted by April 1, 2019
- **Winter and spring 2020 repeating** proposals should also be submitted by April 1, 2019
- **Repeating** programs for **summer 2020** have a submission deadline of September 1, 2019.

Program offerings

In order to assist students to integrate the experience into their studies and to plan financially, programs will be approved for 3 consecutive years and are expected to be offered in at least two of those three years in the originally proposed U.S. or foreign location(s). The second and third program iterations will be contingent upon:

1. Sufficient enrollment and good on-site budget management;
2. Satisfactory student evaluations;
3. Little change to the health or security situation at the proposed location(s).

To enhance the learning experience for students by including the perspectives of resident experts*, proposed *international* programs will be asked to utilize the services of an approved 3rd party provider with a network of local experts. In cases where the program leader can demonstrate a high level of

country- and language-specific expertise and a large network of professional contacts, the SAGL director may, at her discretion, approve other arrangements.

New online process

Proposals will be completed online using the TerraDotta online application process, the same system used for student applications. Questions have been consolidated, reorganized, or added to provide the information needed to make an approval decision. The program proposal process has three phases:

1. **Pre-decision**
   a. Basic Program Information (dates, destination, draft budget, description, etc.)
   b. Program Leadership
   c. Academic Information (including draft syllabi that address reviewer questions)
   d. Target Audience & Minimum Eligibility Requirements
   e. Risk Management & Contingency Planning
2. **Post-decision** (following review and approval process)
   a. Final Itinerary, Budget, and Syllabi
   b. Emergency Action Plan
   c. Leaders' contact information, passport, emergency contact, etc.
3. **Returnee**
   a. Program report
   b. Financial report

Proposal Review Process

1. Faculty submit proposal online (1 proposal per program).
2. SAGL reviews for completeness and potential risk management concerns. If necessary, communicates with program leader.
3. SAGL sends the proposal and evaluation questions via email to the relevant department head(s) and dean(s) for their approval.
4. Associate Provost for GLIA reviews and makes final approval decision.

Rubric - proposals will be evaluated on the following points:

1. Meets the academic standards set forth in WKU policies, as well as departmental policies;
2. Clearly state(s) learning objectives that align with the academic activities and program location(s).
3. The engagement expectations in [WKU Policy 1.4034](#) are realistically achievable before, during and after the off-campus component.
4. Clearly describes pedagogical reasons for offering the course(s) in the particular location(s).
5. Instructor(s) make appropriate use of local expertise and describe how they will develop or have developed local expertise.
6. Contributions to academic department's global learning goals.
7. Possible overlap with other off-campus programs in department.

Finances

Global Learning & International Affairs (GLIA) assumed financial responsibility for all programs beginning in FY19. Any program deficits remaining at the end of FY19 will be assumed by SAGL. Beginning with programs offered in winter 2020, all repeating programs will be expected to meet the budgeted enrollment numbers and to not exceed the budgeted expenses. With the exception of a medical emergency, any requests to exceed previously agreed upon expenses must be pre-approved by the SAGL program coordinator or the SAGL director.

The new fiscal realities at WKU require that each program be self-supporting. The administrative costs to support off-campus programming be integrated into the program fee. $450 will be added to program costs for all programs planned for winter 2020 forward. The current $150 study abroad application fee will no longer be charged to students participating in a WKU faculty-led program.

SAGL will consider supporting programs led by 1st time program leaders which do not quite meet their enrollment target. Thereafter, each program will be expected to meet minimum enrollment numbers.

Compensation

- Instructors: In compliance with University policy 1.2150, all instructors on a summer or winter program will be compensated at the WKU rate in effect at the time of the proposal. This compensation is not open to negotiation. (The current maximum amount is $4,800 + 23% fringe, adjusted based on enrollment in instructor's specific course).
- Assistant leaders:
    o 9-month WKU employees with no teaching responsibilities during the program will be compensated with a $1,500 stipend;
    o 12-month WKU employees who, with the approval of their supervisor, serve as assistant leaders will not receive additional compensation.
    o If the program leader has identified another specially qualified individual not currently employed by WKU to serve as a non-teaching assistant leader, the program leader must meet with and obtain the agreement of the SAGL Director prior to submitting the proposal.

GLIA will reserve any program surpluses to support student scholarships, new program development, invest in faculty development (conferences and site visits), and retain a contingency fund for emergencies. Programs may not run financial deficits for more than two iterations.

On behalf of my team, we look forward to working with you!

Caryn E. Lindsay, Ph.D.
Director