

# **KSC INTERNATIONAL CREDIT COURSES AND PROGRAMS APPROVAL POLICY AND PROCESS**

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Keene State College supports off campus activities of various types recognizing that they contribute to the personal, academic and professional development of KSC students. Off-campus activities involve additional considerations for the institution, including, but not limited to, safety, security and liability concerns. These considerations are managed and mitigated through institutional policies, guidelines, and protocols and further supported by internal protocols developed by the respective departments and/or divisions. This policy and process document was developed in conjunction with the Global Education Office (GEO) faculty and staff advisory board and USNH legal counsel and applies only to *credit-bearing courses and programs* that involve an *international* component.

**Policy: All KSC credit-bearing international programs and courses must be approved through the mandatory process outlined in this document. The intention and purpose of this policy is to manage the risks inherent in study-abroad programs to serve the interests of the student participants, the trip organizers and leaders, and the College.**

This policy is designed to support faculty and other accompanying KSC staff in their ability to offer academic international experiences to students in an effort to further:

- The mission of Keene State College is to prepare promising students to think critically and creatively, to engage in active citizenship and to pursue meaningful work;
- The values Keene State College has for helping students to develop knowledge and skills necessary to meet the challenges of our changing world, and the focus upon partnerships that enhance the quality of life in the Monadnock region, New Hampshire and the world;
- The trend in higher education in the USNH system, universities in the New England region, and the United States towards an internationalization of campus, curriculum and offerings. According to the NAFSA (Association of International Educators) 2008 task force on internationalization – “Internationalization is the conscious effort to integrate and infuse international, intercultural, and global dimensions into the ethos and outcomes of postsecondary education. To be fully successful, it must involve active and responsible engagement of the academic community in global networks and partnerships.”
- Faculty members’ collective ability to offer more “possibilities” for knowing the world to KSC students. This should contribute to global citizenship and also enhance professional possibilities for KSC graduates.

Faculty led programs outside the United States involve administrative, financial, safety, legal, and logistical issues that differ from those of a course held at the Keene campus. In the interest of providing the greatest level of support to KSC faculty, administrators and students and to ensure high quality international credit-bearing courses, this document outlines the institutional process for developing, supporting and approving faculty led academic programs that are undertaken

beyond the borders of the United States. It also includes supplementary materials to assist faculty with the development of credit-bearing international courses at Keene State College. These include:

- Suggestions for faculty considering a new international program and/or destination,
- Faculty-led study abroad budget worksheet,
- Course approval tracking sheet, and
- Suggested administrative tasks for course leaders upon approval.

An approval process is mandatory for all KSC-credit bearing international programs and courses and the intention and purposes of this process is to manage the risks inherent in study-abroad programs that will serve the interests of the student participants, the trip organizers and leaders, and the College. Study abroad trip organizers and leaders who do not follow this approval process will expose themselves to personal legal liability for bodily injury, death, property damage or other harm that may result. Furthermore, failure to follow this process will render the trip organizer or leader ineligible for the institutional defense and indemnification against personal legal liability available to employees under USNH Board of Trustees policy (BOT III.E).”

#### **Global Education Center Support for Traveling Faculty**

Please note that is approval process is just one part of an overall KSC support system for faculty leading international academic programs. GEO offers multiple support strategies for trip development, including:

1. Workshops designed to cultivate interest for faculty who haven't led trips before and/or to provide information about destinations that might be of interest to faculty and students.
2. Support for individual faculty in developing their programs.
3. An annual training workshop for KSC faculty and/or administrators planning to lead an international credit bearing away program.
4. Events that will bring faculty together to share both their experiences in leading trips and to offer tips and strategies for successful program development and execution.
5. Pre-departure session with students to help them prepare for international travel, covering cross-cultural adjustment, health concerns, safety and security, and logistical suggestions.
6. Arrangements for providing students and faculty with travel insurance.
7. The development of a faculty manual with more detailed information about developing and leading international programs. (2010-11)

### **Program Approval Process**

Faculty planning to lead an international credit bearing course and/or program are expected to submit a *course proposal packet* for program approval every time they lead an international course. There are several reasons why this is an important process for managing the increasing number of international academic programs led by KSC faculty at this current juncture in the institution's development. These include:

- i. Issues related to institutional liability, including but not limited to financial policies and procedures, legal guidelines and agreements, and safety and security oversight and concerns make a centralized and coordinated oversight of all academic faculty led international programs essential.
- ii. Concerns raised in the USNH 2005 audit of policies and procedures related to off campus programs, when it was recommended that all campuses establish procedures for approving all off-campus activity in order to provide consistent institutional oversight for these programs with attention to compliance with best practices.
- iii. Clear guidelines and procedures for the development of KSC international credit-bearing courses will make it easier for KSC faculty to direct programs since the logistical aspects will be explicitly set forth. This clarity will hopefully encourage more KSC faculty to lead international programs and will enhance the quality of the delivery of the programs themselves.

### **Course Proposal Packet Materials**

The Course Proposal Packet should include the following materials:

#### **General Program Information**

- 1) In order to assist all reviewers better understand the proposed program goals, please provide a brief description of the academic intent of the program and list any courses offered for credit and the amount of credit to be awarded. If possible, attach course descriptions and any supporting documentation such as syllabi.
- 2) A tentative itinerary
- 3) The name, position and roles of all persons associated with the program in an official capacity, whether employed at Keene State College or enlisted in association with the program. Resumes can be submitted if available.

#### **Safety**

- 4) Information about the country where the program will take place. Please attach the travel information found at the U.S. State Department's website at <http://travel.state.gov/>. If any issues of traveler's safety are noted in the State Department Travel Advisory, please address them in your proposal and explain how any risk will be minimized or avoided.
- 5) Please describe access to medical care at this site. If working with a host university and/or program provider, they would most likely be able to provide the relevant information.

### **Logistics**

- 6) Describe the type of room and board for students and faculty.
- 7) Describe to the extent possible where classes will take place. Are adequate facilities available for program needs?
- 8) Provide group travel and on-site transportation information. This includes round trip airplane travel to the program site, if organized as a group, as well as ground transportation during the course of the program.

### **Financial**

- 9) Provide an estimated program budget for the program. A budget worksheet is included in the supporting documentation that can be used for reference and guidelines. For additional information and/or support, the Business Office (John Halter), the GEO office and, for summer programs, Continuing Education are available to provide assistance in developing your budget.

### **Enrollment**

- 10) Indicate the anticipated student interest in the program and your plans to promote the program and recruit students.

### **Course Proposal Timeline**

The proposal process consists of four steps that need to be completed according to the indicated timeline. All four steps are designed to support the faculty member in making sure all planning and necessary resources are in place.

Please note that engaging in activities such as advertising the program, recruiting students and/or making any form of commitments to possible course collaborators regarding an off campus credit-bearing course prior to its institutional approval could result in KSC withdrawing support for the course in question.

1. Department Chair: No less than 8 months prior to planned departure date;
2. School Dean: No less than 7 months prior to planned departure date: for academic trips occurring during the summer, the proposal needs to be approved by continuing education no later than 8 months prior to the planned departure date;
3. GEO Advisory Committee: No less than 6 months prior to the planned departure date submit the *International Program Proposal Packet* and *International Course Approval Form* to the GEO office to prepare for circulation to the "GEO Advisory Committee. The "GEO Advisory Committee" is composed of selected faculty and administrators who have interest and/or experience with international programs at KSC. It meets monthly throughout the academic year. The information packet with the tracking sheet showing approval from the Department Chair and School Dean should be submitted to the GEO Director. If the GEO Advisory Board identifies concerns about a proposed program, the concerns will be discussed with the course sponsor in an attempt to provide support and resources to resolve any problems and address any concerns.
4. Provost: No less than 6 months prior to the planned departure date.

### **Program Development Summary**

1. Gather information from other faculty, GEO, and for summer programs Continuing Education about the feasibility of putting together a credit-bearing program involving an international destination. Review timelines.
2. Develop any necessary curricular proposals and work with departmental processes for approval.
3. Complete Study Abroad Budget Worksheet with assistance from related campus offices.
4. Prepare Program Proposal Packet materials for program approval process.
5. Secure approval from department chair and dean.
6. Submit proposal according to the indicated timeline.

### **Administrative Tasks for International Course Leaders upon Approval**

#### Budget Development and Management

- Further develop program budget. Assistance available from the Business Office (Budget Coordinator, John Halter, ext. 82248), the GEO office and, for summer programs, Continuing Education.
- Set up account on campus, if the program is running for the first time. If it has run before, check on status of account. The contact person is the Budget Coordinator.
- If the program is being run for the first time, check with the Director of Purchasing and Contracting Services (James Draper, ext. 82492), and/or the GEO to see if KSC has a memorandum of agreement with the sponsoring program or university. If not, one will have to be signed by both parties. There is a template available to do this. The Director of Purchasing and Contracting Services is the point person for this.
- Decide upon billing process and timeline for participant payment. For assistance, contact the GEO office and for summer programs Continuing Education.
- Monitor deadlines for payment to program providers and work with Business office to make sure these payments are made.
- If you plan to use one, apply for a p-card (credit card) and receive training (Purchasing Office). If you do not plan to use a p-card, have a clear plan of how to manage payments during the away program and make sure that this is fine with the business office.

#### Transportation

- Use organizations that KSC has agreements with for airplane flights and ground travel to airport. This information is available from the business office.

#### Travel Insurance

- Describe the health insurance coverage for the program. All KSC faculty led international programs must have a standard health and travel insurance policy that all participants, including faculty leaders, obtain as a condition of their participation. KSC has approved "Cultural Insurance Services International" as the insurance provider. GEO can issue this insurance upon request. See Appendix.

If a program provider is being used that has its own insurance, it may be possible to substitute this insurance for the default CISI insurance if sufficient time and notification is given to compare coverage options. To be approved, the insurance coverage would need to be comparable, or better, to the CISI coverage. Final decision for this approval rests with the Director of Purchasing and Contracting Services.

- Submit to the GEO office the list of program participants and dates, for insurance purposes.
- Be sure to calculate the insurance costs into the per student fee.

### GEO Support

- Arrange for a representative from the GEO to attend a program meeting to discuss health and safety issues related to the program site and cross cultural adjustment.
- The GEO office is campus center for faculty led trip information for institutional purposes. Please submit to GEO the following information prior to travel: Flight information, trip itinerary including name, address, telephone, fax and email of the lodging throughout the trip as available; emergency contact information while abroad; photocopy of each program participant's passport; and for each student the following completed forms which can be obtained at the GEO office: participant health form and waiver of liability.

### **Suggestions for Faculty Considering Developing A New International Away Program and/or Destination**

The following suggestions are intended to assist faculty and/or academic departments who are considering leading an international away course or course component **for the first time and/or to a new destination**. Please note that these suggestions apply equally to courses held during the semester or over the summer.

#### **Campus Resources**

There are several campus' offices and different types of resources that can help you during this initial program planning period. One important resource is the GEO office, which is available to discuss your program proposal and can offer suggestions and guidance. It also offers faculty workshops on an annual basis on undertaking international program development. For summer programs, the Continuing Education office is also available.

Another useful resource is faculty and administrators who have previously led off campus programs. Of course, speaking with the Department Chair of the Department where the proposed course or course component would be housed is a critical part of the process as well, to ensure Departmental support for the proposal.

#### **General Planning Considerations**

The preparatory phase of developing a potential international credit bearing program or program component is a critical part of the overall program planning; and it can involve significant time, energy and patience. What follows are several general considerations to keep in mind during this initial period.

**Location:** Location is one of the most important factors during the initial program planning stage and it is important to carefully consider the kind of resources and support that the faculty member can draw upon if they run a program at the tentative site. If KSC already has established connections, it can be easier to develop and lead a program.

**Replication of locale or theme:** Another consideration in program development is whether the tentative program site and/or focus of study directly competes with programs already in existence or under development.

**State Department Warnings:** Due to restrictions imposed by the campus liability insurance, Keene State College cannot sanction travel to areas where the safety of our faculty and students may be questionable. The college uses the United States Department of State *Travel Advisories* and *Consular Information Sheets* to evaluate risk at new international travel sights. Travel to countries that appear on the list of *Travel Warnings* cannot be approved. For a current list of *Travel Warnings* and *Consular Information Sheets* go to <http://travel.state.gov/>.

**Costs:** The financial costs of the program for students is an important consideration. For short term travel, destinations that are very far from the United States may incur significantly higher airplane costs that can make the program more expensive. Tuition and fees may also be involved in some cases.

**Sustainability:** Given the green house admission of plane travel, considering destination and travel logistics with sustainability in mind can be an important ethical consideration in program development.

**Service and Global Responsibility:** Consider how to organize and structure the course to be globally responsible. What contributions might the proposed international course make in the local community and/or site where it will happen? How will the course promote global citizenship and reciprocity?

**Program Leadership:** What model of program leadership will most suit the program under development? KSC suggests that all off campus programs have at least two leaders/directors/guides, to deal with any type of emergency that might arise during the course of the program and also for liability purposes. There are several ways that these two group leaders can be arranged.



**3. Program Expenses**

Partner School or University Tuition \_\_\_\_\_

Required KSC Insurance \_\_\_\_\_

Other Institutional Charges \_\_\_\_\_

Field Trips  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extra Curricular Activities  
\_\_\_\_\_  
\_\_\_\_\_

Airport Entry/Exit Taxes \_\_\_\_\_

Other Expenses \_\_\_\_\_

Contingency Funds \_\_\_\_\_

**TOTAL Section A** \_\_\_\_\_

**Section B: Faculty Expenses**

**1. Transportation**

Airfare      From \_\_\_\_\_ to \_\_\_\_\_  
                  From \_\_\_\_\_ to \_\_\_\_\_

Train         From \_\_\_\_\_ to \_\_\_\_\_  
                  From \_\_\_\_\_ to \_\_\_\_\_

Bus            From \_\_\_\_\_ to \_\_\_\_\_  
                  From \_\_\_\_\_ to \_\_\_\_\_

Airport Transfers \_\_\_\_\_

Other Transfers \_\_\_\_\_

Local Transportation Passes \_\_\_\_\_

Van Transportation \_\_\_\_\_

Required KSC Insurance \_\_\_\_\_

Other \_\_\_\_\_

**2. Faculty Room and Board**

Housing in \_\_\_\_\_ Meals included \_\_\_\_\_  
Number of days x \$ \_\_\_\_\_

Housing in \_\_\_\_\_ Meals included \_\_\_\_\_  
Number of days x \$ \_\_\_\_\_

Housing in \_\_\_\_\_ Meals included \_\_\_\_\_  
Number of days x \$ \_\_\_\_\_

Per Diem  
\_\_\_\_\_ days at \$ \_\_\_\_\_

**3. Other**

Field Trips  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extra Curricular Activities  
\_\_\_\_\_  
\_\_\_\_\_

Airport Entry/Exit Taxes \_\_\_\_\_

Visa \_\_\_\_\_

Other Expenses \_\_\_\_\_

**TOTAL Section B** \_\_\_\_\_

**Section C: Other Program Expenses**  
(For example Assistants, Guest Lecturers, books, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL Section C** \_\_\_\_\_

**Section D: Calculation of Program Fee**

Per Student Expenses (Section A) \_\_\_\_\_

Faculty Expenses (Section B)  
\_\_\_\_\_ divided by \_\_\_\_\_ (Projected # of students) \_\_\_\_\_

Other Program Expenses

Section C)  
\_\_\_\_\_ divided by \_\_\_\_\_ (Projected # of students) \_\_\_\_\_

Reduction for any outside funding \_\_\_\_\_  
(Source)  
\_\_\_\_\_ divided by \_\_\_\_\_ (Projected # of students) - \_\_\_\_\_

**TOTAL Section D (Program Fee to Students)** \_\_\_\_\_

**Additional Costs to Students Not Included in Program Fee**

KSC Tuition/fees \_\_\_\_\_  
\_\_\_\_\_ Credits \_\_\_\_\_

Photos/Passport \_\_\_\_\_

Visas \_\_\_\_\_

Additional Meals Not Provided \_\_\_\_\_

Estimated Minimum for Personal Expenses \_\_\_\_\_

Immunizations \_\_\_\_\_

Other \_\_\_\_\_

**International Academic Course Approval Form**

**Proposed Course Name:**

**Faculty Sponsor:**

**Dates for Course:**

**Location:**

**Number of Credits:**

**Receiving University/Program Provider (if Relevant):**

**Brief Description of Proposed Course:**

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**Course Approval:**

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
GEO Advisory Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

**Areas of Attention for KSC Faculty-led International Academic Program Approval**

	Curricular	Staffing	Resources	Trip logistics/safety	Consistent w/ KSC mission
<b>Dept Chair</b>	<b>X</b>	<b>X</b>			
<b>School Dean</b>		<b>X</b>	<b>X</b>		
<b>GEO Advisory Committee</b>			<b>X</b>	<b>X</b>	
<b>Provost</b>			<b>X</b>		<b>X</b>

**Department Chair:** Focus on curricular offering within department, department workload issues, staffing concerns, and equity issues for travel opportunities within department.

**School Dean:** Focus on school funding priorities, if trip/course is consistent with department priorities, and school funding priorities.

**GEO Advisory Committee:** Focus on international travel logistics, safety and security, international partner development, balance of overall faculty led course offerings during an academic year.

**Provost:** Focus on consistency with KSC mission/priorities, international vision of KSC.

