

FINAL REPORT

of the

**AD HOC COMMITTEE ON THE
COORDINATING FUNCTIONS AND RESPONSIBILITIES
OF THE INTERNATIONAL PROGRAMS OFFICE**

**Presented at the
642nd Regular Meeting of the Faculty Senate
May 16, 2005**

COMMITTEE MEMBERSHIP

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INITIAL CHARGE:

Faculty Senate Document No. 04-043A states:

“International education has long been recognized as a significant strength of the University of Massachusetts Amherst. However, changes in the international environment, methods of international education, and campus funding mechanisms have raised a number of complicated issues which must be addressed rapidly if international education programs are to thrive in the future.”

Accordingly, the Faculty Senate established an Ad Hoc Committee to:

- 1. Deliberate the specific meaning and impact of the proposed policy that “all overseas study programs must be coordinated through the International Programs Office (IPO);”**
- 2. Recommend a policy, based on the above deliberations.**

WORKING DEFINITIONS:

For the purposes of discussion, study-abroad programs were defined by the Committee as “. . . academic activities including credit bearing courses or other non-credit bearing activities such as internships that take place either in whole or in part outside of the United States.”

DATA COLLECTION ACTIVITIES:

In order to better inform the Committee’s deliberations, it was decided to collect information related to the following questions:

- 1. What study-abroad programs currently exist on the Amherst campus?**
- 2. What are the characteristics of these programs and which programs currently use the services of the IPO?**
- 3. What types of IPO models exist at peer institutions?**
- 4. To what extent are study-abroad programs at peer institutions centralized in an office equivalent to the IPO?**

In order to ascertain the number and types of study-abroad programs that currently exist on the Amherst campus, the Committee sent a survey form to all department chairs (see Attachments #1 and #2). In addition, the Committee requested from the Division of Continuing Education (DCE) a list of credit bearing programs registered through the DCE. Information on study-abroad programs at peer institutions was obtained through a review of program web sites and interviews with IPO directors at selected institutions. These data collection activities provided some insights regarding on-campus study abroad. In general, departments indicated that they cooperated in some degree with the IPO when organizing study-abroad programs. No study-abroad programs were listed in the survey about which the IPO had been previously unaware.

The Chair of the Ad Hoc Committee conducted a survey of peer institutions. Programs at the peer institutions surveyed tended to be highly centralized. Centralization was particularly evident at Big Ten consortium schools. For example, at Indiana University, the University President has required that all study-abroad programs operate through the campus' IPO. In addition, all new programs at Indiana University must be reviewed by a special IPO committee and approved by the IPO before students can obtain credit for participating in the proposed program. Other schools used varying degrees of centralization to manage study-abroad programs.

The surveys also demonstrated that there is a growing realization that the post 9/11 international environment poses additional concerns about the health and safety of students who elect to participate in study-abroad programs and that more attention needs to be given to these concerns.

COMMITTEE RECOMMENDATIONS:

Based on the results of these data collection activities and extensive discussions and deliberations by Committee members, the following motion was made and seconded:

“It is moved that the Ad Hoc Committee on the Coordinating Functions and Responsibilities of the International Programs Office recommends that all study-abroad programs on the Amherst campus be required to work through the International Programs Office and that the attached fee schedule (see Attachment #3) be adopted by the International Programs Office to cover the cost of the listed services.”

The motion was approved as follows: Members Voting in Favor – 12; Members Opposed – 0; Members Not Voting – 1.

The Committee also discussed, but did not vote on, the motion that: “to further ensure student health and safety, the Ad Hoc Committee on the Coordinating Functions and Responsibilities of the International Programs Office recommends that any University of Massachusetts Amherst graduate student who plans to participate in any form of study abroad be required to register with the IPO on forms and in a manner provided by IPO procedures.” This matter requires detailed discussion involving the IPO and the Graduate School.

The motions were designed to insure that the University administration has access to information needed to maintain academic quality and to provide for the health and safety of all participating students. The IPO staff is currently reviewing existing procedures with an eye toward enhancing the University's ability to ensure that student health and safety are maintained.

MOVED: That the Faculty Senate recommend that all study-abroad programs on the Amherst campus be required to work through the International Programs Office and that the attached fee schedule (see Attachment #3) be adopted by the International Programs Office to cover the cost of the listed services, as presented in Sen. Doc. No. 05-047.

Attachment # 1 – Provost’s Letter

Date: November 29, 2004
To: Department Chairs, Program Chairs, Directors, and Deans
From: Ernest May, Secretary, Faculty Senate and Charlena Seymour, Senior Vice Chancellor for Academic Affairs and Provost
Subject: Overseas credit bearing activities originating on the Amherst campus

It has become imperative, at a time of heightened health and safety, security, and liability concerns, that the campus inventory all of its credit bearing activities that take place outside the United States. If your unit supports any such activity, I would like you to complete and return the enclosed survey form to Phil Nasca on or before December 10, 2004.

This past spring the Faculty Senate established an *ad hoc* committee to redefine the mission of the International Programs Office (IPO) to provide oversight for all overseas, credit-bearing activities undertaken from the Amherst campus. This redefinition does not entail a transfer of control over such programs; rather, at a time of escalating concerns about health and safety, security, and liability, the campus needs to assure key stakeholders (students, parents, faculty, and administrators) that these concerns are satisfactorily addressed in the design and implementation of such programs. Given IPO’s substantial experience in these areas, it is the entity charged with providing an appropriate oversight framework to facilitate current and projected overseas courses.

The first task of the *ad hoc* committee is to inventory academic activities including credit bearing courses or other non-credit bearing activities such as internships that take place either in whole or in part outside of the United States. For example, an on-campus French course that has a brief visit to Montréal would be included under this definition. Both undergraduate and graduate courses conducted directly by departments, through the Division of Continuing Education, or through other providers would be included. Specifically excluded are individual master’s thesis and doctoral dissertation research projects.

Would you kindly complete and return the appended questionnaire to Phil Nasca, IPO Committee Chair at pcn@schoolph.umass.edu on or before December 10, 2004. Please return the form whether or not your department or program sustains overseas activities. Please direct any questions to Phil Nasca, Chair, Faculty Senate Ad hoc IPO Committee at 5-4534 or 218-1711 or via e-mail at pcn@schoolph.umass.edu.

If you have more than one overseas course or program, please copy the questionnaire and return one copy for each course or program you support.

Thank you in advance for your prompt response.

Ernest May
Faculty Senate

Charlena Seymour
Provost

Attachment #2 - IPO Ad Hoc Committee Survey Form

Faculty Senate IPO Ad hoc committee

November 2004

Survey form for credit bearing activities

N.B. If you have more than one overseas course or program, please copy the form and return one copy for each course or program you support.

1. Department or Program Name:

2. Key contact person and contact details (Name, campus address, phone extension, and e-mail):

3. Does your department or program sustain any recurring overseas credit-bearing activities or activities such as internships that may be required for a degree? Yes _____ No _____

NB. If you checked no, please go no further, except to return your questionnaire. Otherwise please continue.

4. Name of the program or activity conducted outside the United States

5. Title, department, and course number, and number of credits:

6. Names (contact information) of individuals responsible for directing the credit-bearing activity:

7. Frequency (e.g. every semester, every fall semester, sporadically, etc):

8. Duration of the component conducted outside the United States.

9. Name of the country/countries outside the United States where this overseas activity takes place:

10. Briefly describe the activities that take place outside the United States.

11. Is the program... (check all that apply)
 Managed principally by your department
 Facilitated by the International Programs Office
 Facilitated by the Division of Continuing Education
 Facilitated by a third-party provider (please identify)

Reminder: Please return this form to Phil Nasca at pcn@schoolph.umass.edu on or before December 10

Attachment #3 – International Programs Office: Proposed Fee Schedule

Choice	Cost	Directive
First-time program, all services:	5% of program fee	Required that all first-time programs must be run through IPO
Return programs, all services:	5% of program fee	Full IPO services are optional
Return programs not going through IPO Program registration only:	\$100 for the program	Required for return programs not going through IPO