

WESTERN OREGON
UNIVERSITY

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Provost Office

REVISED

June 29, 2005

MEMORANDUM

TO: Dr. Jem Spectar, Provost and Vice President of Academic Affairs

FROM: Dr. Ann Bliss, Chair, International Education and Services Committee
Ms. Michele Price, Director, Study Abroad and International Exchanges *MP*

SUBJECT: New Study Abroad and International Internship Programs

Currently, WOU works with three study abroad/international internship partners: Oregon University System, Cooperative Center for Study Abroad, and Northwest Council on Study Abroad/AHA International.

- I. These partners all have a strong program development mission, and we are fortunate to be able to offer new programs to WOU students on a fairly regular basis. By the time our consortia partners adopt a new program, they have already accomplished the following:
 1. Visited the site.
 2. Created an in-country infrastructure.
 3. Arranged for facilities and housing.
 4. Developed on-site student services and advising.
 5. Determined the curriculum and identified faculty if a stand alone program or arranged for direct enrollment in the courses of a partner university.
 6. Verified that the program meets the appropriate accreditation and university system standards.

- II. Our current process at WOU for adopting these new programs as they become available is quite lengthy and includes:
 1. Preparing a comprehensive packet and proposal to submit to the committee.
 2. The committee members review the proposal, and depending on when the proposal is received during the term, the committee may take several months or more to endorse a new consortia partner program.
 3. If endorsed by the committee, the proposal is forwarded to the Provost for approval.
 4. Once the program is approved, the Office of Study Abroad and International Exchanges announces the new program to the campus.

Division of Extended Programs

5. Office of Study Abroad and International Exchanges begins marketing the program.
6. Office of Study Abroad and International Exchanges initiates the WOU course equivalency process through the appropriate division or department.

At its April, 19, 2005 meeting, the International Education and Services Committee, which is a faculty senate committee, endorsed a proposal to streamline this process for new programs developed by our consortia program partners in order to make them available more quickly to WOU students. Since our partners don't offer us new programs until they have accomplished the important steps outlined in section I, and the programs are fully developed and ready to promote to students when we are notified about them, the committee proposes the following streamlined process.

1. When the published information about the new program is received, present that information to the International Education and Services Committee to inform them that the new program is available to WOU students.
2. The committee forwards the new program to the Provost for approval.
3. Once approved, the Office of Study Abroad and International Exchanges notifies the campus community about the new program.
4. Office of Study Abroad and International Exchanges begins marketing the program to students.
5. Office of Study Abroad and International Exchanges initiates the course equivalency process through the appropriate division or department just as it currently does.

This streamlined process would reduce the time it now takes to make programs available to students from several months or more to just days.

III. Since WOU needs to verify that the programs its own faculty develop meet accrediting standards and follow Oregon University System regulations, WOU faculty who would like to develop and lead a new WOU sponsored study abroad program would continue to follow the process in place for those programs.

Please sign and indicate whether you approve this proposal. We look forward to hearing from you.

Approved Not Approved



Dr. Jem Spectar, Provost



Date