

TO: WSU Faculty Senate

FROM: WSU Graduate Policies Committee
Undergraduate Academic Policies Committee

RE: Recommendations Regarding International Programs

Date: 13 March 2015

In response to the Faculty Senate's charge that the Graduate Policies and Undergraduate Academic Policies Committees make recommendations regarding "the initiation, implementation and oversight of all international academic programs," the Graduate Policies Committee and Undergraduate Academic Policies Committee offer the following recommendations.

1. To provide appropriate clear leadership and central oversight, the WSU administration should designate a leader with relevant expertise, experience, faculty status, and record of successful performance to be responsible for systematically overseeing all aspects of international programs, from the initial negotiation stages through approval to implementation and any necessary modifications, ensuring that applicable policies are regularly observed, established processes are followed, and appropriate parties are regularly involved at each stage. (This person shall be referred to below as "the leader of international programs.") The appointment of this leader of international programs must be ratified by the Faculty Senate.
2. Although existing policies already govern the addition, modification, and deletion of new courses and programs (and the policies committees have initiated minor revisions that should increase the effectiveness of those policies with respect to off-campus and international programs in particular), these policies have not been regularly followed in the past with respect to international program development and implementation. Therefore the policies committees recommend that a) the guidelines detailed below be addressed in relevant venues including but not necessarily limited to the Faculty Handbook and web pages devoted to international programs, etc., and b) the leader of international programs make all reasonable efforts to ensure that these policies and processes are known and understood by all parties engaged in any aspect of international program development and implementation.
3. The process for international program development, implementation, and modification should in all cases follow the guidelines outlined below.
4. Given the complexity of issues involved in evaluating proposals for international academic programs, the Faculty Senate should create a committee charged with approval and oversight of international academic programs

Program Development

Faculty are integral to international program development. International programs must be developed with the approval process and maintenance of Wright State's academic standards in

mind. Those parties who will ultimately be responsible for approving any integral aspects of a program must be kept abreast of any relevant developments and involved in any relevant discussions from the outset.

As an international program is being negotiated with a potential international partner, the questions to be addressed must include but need not be limited to those listed below. As a program is developed, answers to these and other questions should be carefully documented, shared, and duly approved in accordance with existing policies and procedures. In addition, for each new program a narrative argument must be provided for establishing the agreement with that particular country/institution together with metrics for program success which can be assessed within a given period.

- What will be the admissions standards for this program?
- Who will administer these standards and decide which students can participate?
- How will participating students be handled administratively?
 - Will they be entered and registered as other “regular” students are, or will they require a “special status?”
 - If the latter, how will that status be developed and handled?
 - How will these arrangements compare to opportunities available to “regular” students, and what will be the justification for any differences?
- What tuition and fees will be charged to participating students, and by which institution?
 - How will revenue be shared between institutions?
 - How will these costs compare to existing tuition rates, and if they will differ from existing rates what will be the justification for such differences?
 - Do planned revenues ensure the sustainability of the program and account for the cost of offering the program?
- For each cost (instruction, travel, etc.), who will pay?
- What are the costs vs. benefits to the university?
- What specific aspects of the university's mission are supported by the program, and how?
- If credit earned at one institution is to be transferred to another, what will be the mechanism by which those courses will be evaluated by the faculty of the receiving institution?
 - How will information about the curriculum, materials, and instructor(s) of the course(s) be communicated, to whom, and how will that information be judged in a timely fashion?

- How will the results of that judgment be communicated?
- If one institution will offer direct credit through another institution, how will the credit-owning university ensure the quality of the offering? How will information about the teaching faculty be gathered, communicated, and judged?
- Who will oversee the work being done under this program, and how will that work be made transparent to the broader campus community? Who will be responsible for implementation, and what accountability systems will be in place for these people?
- If the program requires WSU faculty to travel abroad to teach in it, what are the names of the faculty who will do so and the academic terms during which they agree to teach abroad, and has their willingness and ability to participate thus been confirmed by all relevant parties (e.g., not just the participating faculty members, but also chairs in charge of their scheduling, etc.?)

Program Approval:

No international program may proceed to implementation until it has received approval from the appropriate bodies with responsibility for its parts, including a) the faculty governance structure when such an agreement includes issues of curriculum, academic policy, and academic quality, and b) appropriate administrators when an agreement involves commitment of university resources, including but not limited to money. Compliance with HLC and OBR requirements (as appropriate) must be demonstrated when seeking approval.

Approval must be sought and received from every campus body or office that arguably ought to give it. During the approval process all aspects of the proposed agreement must be documented and shared with all concerned parties and bodies, not merely those aspects that a particular party or body is being asked to approve.

International programs that involve curriculum (including, for example, transfer credits, equivalencies, joint programs, and the like) shall be submitted for approval through the usual curricular approval bodies at the appropriate level (graduate or undergraduate). International agreements that propose exceptions to existing academic or admissions policies must be approved by the policy-making bodies at the appropriate level. Arrangements that involve financial or budgetary arrangements must be approved by the Vice President for Finance, as well as any unit whose budget would be directly affected by the implementation of the agreement. Finally, to ensure coordination and consistency, all international agreements shall be overseen and receive approval from a designated point in the central administration, either the provost or a duly designated leader of international programs (see point no. 1 above).

The existence of an approval process must be made clear during the development and negotiation of any international program (see point no. 2 above). Partner institutions shall be informed of the necessary approval process early in any discussions about a joint or cooperative program so there are no subsequent misunderstandings regarding what was promised and what can be delivered. Preliminary agreements negotiated and signed (whether overseas or on the home campus) shall be submitted to the approval process as soon as practicable.

Program Modification

An international program may not be modified after it is approved unless a program modification is formally initiated following the same guidelines and steps set out above for the development and approval of new programs. Any modifications to what was originally approved must be submitted to the appropriate curricular approval process again.

Program Implementation & Oversight

The leader of international programs (see point no. 1 above) shall report each semester to the Faculty Senate, indicating (at a minimum) a) what international programs are active, b) how many students and faculty are engaged in those programs, and c) in what specific ways the programs continue to bring value/benefit to the university. Supporting data shall be made available to the Faculty Senate Executive Committee for review ten days before the report's presentation to the Senate as a whole. The leader of international programs should be prepared to answer questions as needed about how these programs are being conducted, what administrative arrangements and procedures are being followed, and how these processes and structures may differ (if at all) from the standard systems in place for non-international programs.

International programs shall be subject to the same assessment requirements and procedures that pertain to other programs in keeping with the university's ongoing assessment efforts as overseen by the Assurance of Learning Committee. Thus international programs must compile and submit dedicated assessment reports following rubrics approved by the Faculty Senate or appropriate Senate committee as established by the Faculty Constitution; their assessment should in no case be subsumed within those of other programs. In an ongoing effort to guarantee appropriate academic quality, departments and faculty involved in the curricular delivery of international programs shall also report periodically to their colleges regarding their programs.