Principle

The movement of students across community, cultural, geographic and national boundaries has been recognized as an essential element of post-secondary education.

In the second half of this century the interchange of students has grown steadily and become more formalized and has influenced higher education and society as a whole. Indeed, the significance of the interdependence of nations, peoples and world systems has brought international education into the very mainstream of the higher education effort.

Santa Barbara City College is committed to providing international education programs for its students. The primary goals of the international education credit program efforts are the following:

1. To encourage the emphasis on international perspectives in the ongoing campus instructional program.

2. To provide opportunities for SBCC students to participate in credit foreign study programs provided by the college.

3. To encourage staff to participate in cross-cultural training and instructional opportunities.

4. To encourage a greater presence and participation of foreign students at SBCC.

On-campus international education activities will be encouraged as an integral part of the total college program and will fall under current policies and regulations.

The Office of Academic Affairs will provide administrative coordination and supervision for all programs, and will serve as the central point of access for information. Credit program study abroad activities will be administered in accordance with the following policies:

PROGRAM DEVELOPMENT/IMPLEMENTATION

A. Criteria for Program Development/Implementation

1. For the most part, programs are to be interdisciplinary. Courses to be offered must be regularly offered college courses and comply with all state and local regulations. Credit course offerings specifically developed for study abroad programs are not permitted.
2. The program curriculum must comprise a full course of study appropriate to the term that the program is offered. Courses to be offered shall be graded unless specifically approved for credit/no-credit by the Office of Academic Affairs and the International Education Advisory Committee.

3. Programs must include pre-departure orientation sessions for students. These sessions will include academic and cultural adjustment preparation so that students may more fully benefit from their experience.

B. Program Proposal

1. All initial proposals for study abroad programs must be reviewed by the chairperson of the sponsoring department and the appropriate division dean. Approval at these levels will be sought.

2. Initial proposals shall be submitted to the Office of Academic Affairs and the International Education Advisory Committee for review and conceptual endorsement.

3. Subsequent to the review by the Office of Academic Affairs and the International Education Advisory Committee, initial proposals shall be submitted to the Superintendent/President for approval.

4. After approval of the Superintendent/President, the Office of Academic Affairs will coordinate with the instructor(s) in the development of a detailed plan. The plan must include the following:

   a. Program description
   b. Background information about instructors to carry out the program
   c. Curriculum
   d. Delineation of course scheduling
   e. Student selection criteria and procedures
   f. Program evaluation procedures to be implemented
   g. Plan for dissemination of program information to the college community
   h. Cost of the program to students
   i. Preliminary schedule for implementation
   j. Delineation of counseling functions before and during the program
   k. Computation of direct/indirect program costs and income

5. A draft of the detailed plan shall be submitted to all department chairpersons in whose course areas instruction is to be offered and to the International Education Advisory Committee for recommendations and endorsement.

6. The endorsed detailed plan shall be submitted to the Superintendent/President and the Board of Trustees Subcommittee on Educational Policies for approval to proceed with implementation.
7. The Director and Associate Director for the program (see "STAFFING" below) shall be selected. Unless prohibited by extenuating circumstances, it is assumed that the sponsoring instructor(s) will serve as Director and Associate Director during the initial implementation of the program.

C. Program Evaluation

1. Prior to conclusion of the program, students will submit a written evaluation of the program, and participate with faculty in a group evaluation session.

2. Following the conclusion of the program and the return of the participating students and faculty, an evaluation conference will be conducted to discuss the program. All faculty and students participating in the particular study abroad program would be encouraged to attend. Office of Academic Affairs staff and members of the International Education Advisory Committee will also be invited to attend.

3. Within six weeks following the conclusion of each offering of a study abroad program, the Director and Associate Director will each submit a written evaluation of the program that includes recommendations for improvement. Evaluations shall be submitted to the Office of Academic Affairs and the International Education Advisory Committee.

4. Program evaluations should address the following:
   a. The successful completion of instruction of each of the courses included in the program. (To include an analysis of grade distribution.)
   b. Particular accomplishments of the program as a whole and the individual accomplishments of participating students and faculty.
   c. Specific academic, logistical, and interpersonal dynamics of the program.
   d. An assessment of the professional growth of the faculty involved.
   e. An overall assessment of the program including recommendations for continuation and improvement.

5. The International Education Advisory Committee will review the faculty evaluation and, in conference with the participating faculty, the Office of Academic Affairs and members of the affected departments, prepare a final report and recommendations for continuation of the program.

6. The final report will be submitted to the Superintendent/President and the Board of Trustees.
STAFFING

A. Selection Procedure for Program Director and Associate Director for Initial Implementation of Program.

1. The initial Program Director will be a regular member of the college faculty and will be recommended to the Office of Academic Affairs by his/her department chairperson and division dean as part of the initial program proposal. It is assumed that the sponsoring instructor of a proposed study abroad program will serve as its initial Director. Such determination will be based upon the content of the proposed program, the academic expertise of the sponsoring instructor, and his/her willingness and ability to assume all duties of the Program Director. Teaching ability and academic background are to be considered. As important, however, will be the individual's experience with the country, experience with the dynamics of group interaction, ability to work closely and cooperatively with another colleague and the ability to provide academic and personal counseling. This evaluation will be conducted as part of the initial review of the program proposal (See "Program Development, #2" above).

2. The initial Associate Director will be a regular or retired faculty member. S/he will be selected by the Office of Academic Affairs in consultation with the Program Director and the International Education Advisory Committee as part of the preparation of the detailed plan. A recommendation for Associate Director may be included as part of the initial program proposal. If the recommended Associate Director is a co-sponsoring instructor for the proposed program, s/he will be given priority consideration for appointment.

3. It is anticipated that a person selected as the initial Program Director will make a commitment to serve in this capacity for at least two consecutive offerings of the program.

4. It is anticipated that a person selected as the initial Associate Director will make a commitment to serve as Program Director during a subsequent offering of the program.

B. Selection Procedures for Director and Associate Director After Initial Implementation of Program

1. It is anticipated that the initial Program Director will serve in that capacity for the first two consecutive offerings of the specific Study Abroad program. It is further anticipated that the initial Associate Director will serve as Director for the third offering of the program. In extenuating circumstances, the Office of Academic Affairs and/or the International Education Advisory Committee may recommend otherwise, subject to the approval of the Superintendent/President.

2. Candidates for subsequent appointment as Program Director and/or Associate Director must submit a letter of intent to the Instruction Office no later than one and one-half years prior to the offering for which s/he is applying. The letter of intent should
acknowledge an understanding of the specific program's expectations and provide information on the candidate's qualifications, motivations, and abilities to perform the required duties of the position for which s/he is applying. Past Program Directors and Associate Directors may reapply for participation in the program.

3. Candidates for Program Director will be interviewed by a screening committee consisting of members of the International Education Advisory Committee and the chairperson of the sponsoring department. The screening committee will recommend an appointee to the Vice-President for Academic Affairs for submittal to and approval of the Superintendent/President and Board of Trustees.

4. Candidates for Associate Director will be interviewed by a screening committee consisting of members of the International Education Advisory Committee, the chairperson of the sponsoring department and the Program Director of that specific offering. The screening committee will recommend an appointee to the Vice President of Academic Affairs for submittal to and approval of the Superintendent/President and Board of Trustees.

C. Qualifications and Responsibilities of Program Director and Associate Director

1. The Program Director must be a regular faculty member of the College who is certifiable in the course disciplines to be offered by the program that s/he proposes to teach.

2. The Associate Director must be a regular or retired faculty member of the College who is certifiable in the course disciplines to be offered by the program that s/he proposes to teach. The Associate Director may not be the spouse of the Director.

3. The initial Program Director will be responsible for development and coordination of activities in connection with the detailed planning of the program and its implementation. Based upon an evaluation of the preparatory work required by the Dean responsible for the International Education program, s/he will receive up to three (3) TLU'S reassigned time (20 percent of a full-time assignment for this activity).

4. During implementation, the semester prior to a study abroad experience, the Program Director for that particular offering will actively participate in the screening and selection of students, information and orientation meetings, and pre-departure advisement of program participants. Based upon an evaluation of the work required by the dean responsible for international education, s/he will receive up to three (3) TLU's reassigned time (20 percent of a full-time assignment) for this activity.

5. The Program Director will be responsible for program management, student advising and supervision, liaison with the providers of contracted services while abroad, in addition to his/her assigned courses.
6. The Associate Director will teach his/her assigned load and assist the Program Director, under his/her supervision, in the carrying out of the advisement, counseling and program management responsibilities abroad.

D. Use of Certificated Hourly Instructors

1. Certificated hourly instructors may be selected to teach individual courses in study abroad programs. The dean responsible for international education programs and the department chairperson will recommend instructors to the Vice President of Academic Affairs.

2. Spouses of the Program Director or Associate Director may be considered for teaching courses in study abroad programs if it is in the best interest of the District and only at the initiation of the dean responsible for international education. In such cases the instructor will be compensated at the established Summer TLU rate for the class.

E. Faculty Compensation

1. Compensation for contract instructors serving as Program Director and Associate Director will be at their standard rate as instructors in the District. They will be reimbursed for travel and housing costs which are included in the costs of the program and are not District expenses.

2. Compensation for certificated hourly instructors responsible for teaching only will be at the summer TLU rate for the courses taught. Certificated hourly instructors will not be reimbursed for travel and housing expenses.

3. Instructor loads for the Director and Associate Director will follow the approximate proportions of:
   
   Director: 
   Instruction - 40%
   Supervision - 60%

   Associate Director: 
   Instruction - 60%
   Supervision - 40%

F. International Education Advisory Committee

1. The International Education Advisory Committee shall be established as a College Committee and shall, in coordination with the Office of Academic Affairs, participate in the review and endorsement of program proposals, the selection of Program Directors and Associate Directors, the evaluation of study abroad programs and the development of policies for such programs.

   The committee will investigate and propose additional International Education programs and policies to further the principles identified on Page 1 of this policy.
The committee shall be made up of:

Two faculty members of the Curriculum Advisory Committee.*
Two faculty appointed by the Academic Senate.*
Two faculty appointed by the Dean of Instruction responsible for International Education.*
One Dean of Instruction responsible for International Education.

*Committee members should include some members who have participated in Study Abroad Programs. Insofar as possible, faculty selected should represent an academic diversity of the college.

STUDENT SELECTION

1. Students enrolled in semester length study abroad programs shall have completed twelve units of college level course work including English 1 or its equivalent.

2. Study abroad program requirements will be established and disseminated to interested students.

3. Program screening procedures for the selection of students will be established. Procedures should include the following as a minimum:
   a. Submittal of a program application to include one character reference, one academic reference and transcripts.
   b. A screening interview.

4. Upon completion of the selection procedures, students will be notified in writing of their status in the program.

5. Accepted students will be required to sign and return to the District a statement acknowledging an understanding of the terms and conditions for participation.

6. Program participants will be required to sign a District Waiver holding the District harmless for any and all problems or losses arising from the occasion of or failure to provide non-instructional services by a travel contractor.

FISCAL POLICIES

A. Contractor Selection

1. All programs will use travel contractors for provision of non-instructional services.

2. Requests for proposals (RFP) will be developed for submittal to contractors for bid. Prior to submittal the RFP will be reviewed by a college committee composed of the responsible dean, the Vice President of Continuing Education and the Director and Associate Director of the program.

3. Contractors to whom RFPs are sent must provide evidence of the following:
a. Experience in working with educational travel/study programs.

b. References of educational institutions with which the contractor has worked.

c. Policies which hold harmless and indemnify the District, its Board of Trustees, and its officers, employees or agents, for any and all problems or losses arising from the provision of or failure to provide non-instructional services by the contractor.

d. Extent to which the Contractor relies on the use of subcontractors and identification of those subcontractors.

e. Evidence that the Contractor, at its own cost, expense and risk will defend all legal proceedings that may be brought against the District, the Board, its officers and employees or agents on any such liability, claim or demand and satisfy resulting judgment that may be rendered.

f. Ability to secure and maintain, at Contractor's expense, during the period of the contract, Worker's Compensation and comprehensive liability insurance adequate to protect the Contractor from claims for personal injury, including death and damage to property, which may arise from operations under this contract. The policies so secured shall also name the District as additionally insured and shall include a combined single limit of not less than one million dollars ($1,000,000) for each occurrence.

g. Evidence that funds to be collected are deposited in a bonded trust account.

4. A committee consisting of the Dean responsible for international programs, Vice President of Continuing Education, the Business Manager, Program Director and Associate Program Director will recommend a contractor. Final approval of the contract will be made by the Board of Trustees.

5. Contractors will be notified in writing of the decision made by the College.

6. Upon selection of a contractor, all contacts will be coordinated through the responsible dean.

B. Establishment of Program Cost

1. Subsequent to designation of a contractor and acceptance of bid, the program director and responsible dean will establish a program per pupil cost to the College Business Manager for approval.

2. The program individual student cost will be established at a level to include all contractor costs plus program operations and indirect costs.
C. Refund Policies

1. The responsible dean will establish in writing the refund procedures for each study abroad program. These procedures will include specification of all refund penalties and be distributed to students as part of the terms and conditions document to be signed by them.

D. Financial Procedures

1. The Program Director and responsible dean will comply with the following financial procedures:

a. Budget Development: A program budget proposal will be developed and submitted to the Business Manager for approval. The proposal will include program operating costs and overhead allocations to the District paid by participating students.

b. Collection of Program Fees: Student fees will be collected by the dean and deposited in a Student Finance Trust Account. Receipts are to be returned for all payments.

c. Establishment of Overseas Operating Accounts: The responsible dean will issue funds to the Program Director for the establishment of a program account. Accounts will be established with a bank in the location of the study abroad program.

d. Expenditure of Program Funds: All expenditures from program operating or trust accounts are to be documented. Expenditures against SBCC trust accounts on campus will require the authorization from the responsible dean. Accounts will require authorization of the Director.

e. Financial Reporting/Accountability: The responsible dean will comply with the District financial reporting/accountability policies and procedures for Student Finance Trust Accounts.

f. Financial Report: The Program Director will submit a financial report and documentation on all account activity to the responsible dean. This report will be due no later than one month after completion of the program.

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