

ANNUAL REPORT

International Programs Offerings Committee

University of North Alabama

Florence, Alabama

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Committee Vice Chair

9//22/2018

Date submitted

Submitted to: Dr. Amber Paulk

Shared Governance Chair

University of North Alabama
International Program Offerings
Annual Report 2017-2018

I. Executive Summary

The Committee's focus this year was the study abroad scholarship. The committee identified that the approved one scholarship deadline had not gotten changed on the website. It was decided to honor the two deadlines and action was taken to get the website to convey that effective 2018/2019 academic year, the study abroad scholarship deadline would be February 1st. We continued the process of a sub-committee reviewing and making recommendations to the full committee regarding those who met the scholarship criteria. This year, the Vice President of Academic Affairs/Provost, initiated a \$1600 scholarship that was available to all students who met the criteria. There were 176 student scholarships and two staff scholarships awarded for the 2017-2018 scholarship offering. This represented several Magellan students and at least eight faculty lead trips. A second focus of the committee was the initiative to make the scholarship application more streamlined for students and those reviewing the applications.

II. The Committee's Charge (from the Shared Governance)

- To serve as an advisory committee to international programs/offering on campus;
- To assist the Office of International Affairs with information related to international programs/offering on campus;
- To provide a mechanism for coordinating all programs/offering within various college as well as other areas on campus;
- To serve as a mechanism for international offerings/program development;
- To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations";
- To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC.

III. The Committee met in October, 2017 and then conducted business via email.

IV. What were the Committee's actions and accomplishments this year relative to each item of the charge?

The committee's primary focus was the study abroad scholarship and the scholarship process. The committee was not asked to assist with international program offerings, although did work closely with Dr. Infanger to verify trips

students were going on were “approved” trips. Dr. Infanger collaborated with the VPAA to develop a way for student’s scholarship monies to be placed into the appropriate study abroad trip account versus the student receiving a check for the monies. This process occurred in the spring disbursement and was well received.

V. What were the Committee’s formal recommendations?

In addition to the study abroad scholarship recipient recommendations, the committee supports the planned hiring of a **Coordinator, Education Abroad/International Exchange**.

VI. What does the Committee plan to accomplish:

A. In the coming year?

- For the 2018/2019 year, the committee hopes to work with the education Abroad Work Group to develop some guidelines and protocols that can be used for education abroad leaders.
- Support Kodi Niehaus in her work to recruit and support students participating in the Magellan program.
- Continue to work with the administration and faculty to identify ways to assist trip leaders with trip specifics that become very cumbersome such as arranging flights and INext required information.

B. In future years?

Continue the above.

VII. What are the Committee’s weaknesses?

This year, the committee’s weakness was the scholarship application process. The application itself needed to be revised to help identify specific items such as: is this an approved trip and the trip leader name. The information for all scholarship applications had to be manually typed into a document that required specific student information such as full name, “L” number, email, trip destination, and trip leader. This required a significant amount of time. Committee representatives collaborated with the appropriate individuals to develop an application form that can automatically populate a report with the required information.

A. What can the Shared Governance Committee help do you to address the weakness?

The IPO committee did not recognize any weaknesses that needed to be addressed by the Shared Governance Committee.

VIII. Comments: None