

Approved 11/30/2010

## **SPP UG Committee**

### **I. Study Abroad**

**Action-** After discussing the history of the Study abroad programs in the SPN program, including the existence of a study abroad committee in the past, the UG Committee recommends:

- ➔ The Chair should be the first point of contact for all study abroad matters. He/ she should direct matters to the faculty. Proposals and initiatives should be presented to the faculty as a whole. When the Study Abroad Office communicates directly with a faculty member about a program, he or she should present the communication to the faculty, at which time a proposal for a site visit or study abroad program may also be presented if the individual wishes to pursue the matter.
  - ➔ The Office of Study Abroad has protocols that need to be followed in all instances, including new program proposals or revisions of current programs. These protocols include: (1) development grants (site visits), (2) proposals for faculty led programs, (3) proposals for college sponsored programs, (4) reports after site visits and (5) program's evaluation and follow ups.
  - ➔ The SPN division (be it all faculty or an adhoc committee convened for this purpose), in consultation with the chair, should consider the following:
    1. New programs (review OSA protocols) and new initiatives: channeling them and making recommendations to the chair (including, for example, who makes the first site visit, why, etc.)
    2. Old programs that continue (for example, Santander in Spain): make the selection of program leaders based on application materials and make a recommendation to the chair. A time line (with deadlines and application materials and procedures) needs to be established, approved and visible in the department's web page.
    3. Old programs that need to consider changes or being discontinued.
    4. Reception on given deadlines of all reports of the programs including:
      - \*\*\* site visit reports
      - \*\*\* Students evaluations SIRS
      - \*\*\* Program evaluations
      - \*\*\* Site evaluations
      - \*\*\* Review program for potential changes.
- > The Spanish Section (or an adhoc committee) should establish and follow a time line and deadlines for the reception of these materials.
- > The review of these materials will help the Spanish Section (or an adhoc committee) to assess whether a program should continue as it is, should have changes, or should be suspended on a given year or discontinued.