

PROCEDURE

Effective Date: 6/17/14

Approved By: Provost's Council

Authority: RCW

See Also: POL-AA2105.01 OFFERING GLOBAL LEARNING PROGRAMS

See Also: PRO-AA2105.01B OFFERING APPROVED GLOBAL LEARNING PROGRAMS

See Also: FACULTY [GLOBAL LEARNING PROGRAM GUIDELINES](#)**PRO-AA2105.01A APPROVING A NEW OR REVISED GLOBAL LEARNING PROGRAM***Definitions used in this Procedure:*

Academic Leader refers to Department Chairs and Academic Directors of Programs and Centers.
Department also refers to All-University Programs and Fairhaven College.

Action by:

Faculty member

Action:

1. **Develops or updates** a Global Learning program and **presents** it to the appropriate Academic Leader. See [Global Learning Program Guidelines](#).
 - 1a. Discusses proposal with department or program faculty where appropriate.
2. **Meets** with International Programs and Exchanges (IPE) and Extended Education (EE) to determine feasibility of Global Learning program, including creation of a preliminary calendar and budget.
3. **Completes** (1) X37 New Course e-form for departmental review if a new program, or (2) **completes** a Request for Course Revision form if changes are being made to an existing program.
4. **Completes** Global Learning Program Proposal form (IPE), attaching:
 - New or revised program proposal
 - On-campus schedule
 - Detailed travel plan and itinerary
 - Detailed budget
 - Course program syllabus.
 - Detailed program study plan with proposed credits.

PROCEDURE

Action by:

Action:

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| Department | 5. Approves course(s) in program or sends back to faculty member for revision. |
| Academic Leader | 6. Forwards approved proposal to College, CUP or Graduate Council. |
| College/CUP/Graduate Council | 7. Approves proposed course(s) in program or sends back to faculty member for revision. |
| | 8. Forwards approved course proposal to IPE and minutes to ACC. |
| IPE | 9. Adds Global Learning program proposal to International Programs Advisory Committee (IPAC) agenda for recommendation. |
| IPAC | 10. Recommends approval of Global Learning program proposal based on established criteria and forwards minutes to ACC. |
| | OR |
| | Sends back to faculty member for revision, notifying College and Academic Leader. |
| ACC | 11. Approves program or sends it back for revision. |
| IPAC | 12. Notifies faculty member, Academic Leader, College Dean's Office, where appropriate, Catalog Office, and EE of program approval. |
| Catalog Office | 13. Adds Global Learning course(s) to Banner Catalog and notifies Academic Leader and College Dean's Office, where appropriate. |
| Department/EE | 14. Creates one or more course sections for Global Learning courses (CRNs) and notifies faculty member. |
| Faculty member | 15. Assists EE by providing relevant content for recruitment, marketing and publicizing program. |

WESTERN WASHINGTON UNIVERSITY

PROCEDURE

Action by:

Action:

EE

16. **Recruits, markets, promotes** program and **responds** to student inquiries by:
- Developing program website
 - Coordinating and promoting information sessions
 - Creating and distributing print and electronic publicity materials
 - Handling student registration and payment inquiries
 - Initiating contract payments to international vendors
 - And initiating changes to the program budget.

IPE

17. **Works** with faculty member to finalize program components, including:
- Contract coordination
 - Selection of provider
 - Risk management plan or analysis
 - Student enrollment
 - Health insurance requirements
 - Faculty orientation

Faculty member

18. **Works** with Student Health Center to coordinate health-safety/vaccination discussion.
19. **Works** with the Equal opportunity office (EO) regarding student civil rights as covered by the university's equal opportunity policies, their Title IX rights and their access to the university's discrimination complaint procedure.
19. **Attends** faculty orientation sessions led by IPE.
20. **Plans** and **implements** pre-departure orientation and post-return program components.