

PROCEDURE

Effective Date: 6/17/14

Approved By: Provost's Council

Authority:

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

See Also: PRO-AA2105.01A APPROVING A NEW OR REVISED GLOBAL LEARNING PROGRAM

See Also: [GLOBAL LEARNING PROGRAM GUIDELINES](#)**PRO-AA2105.01B OFFERING APPROVED GLOBAL LEARNING PROGRAMS***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:**Action:**

Faculty member

1. **Meets** with Director, International Programs and Exchanges (IPE) and Director, Summer Programs (EE).
2. **Submits** the following materials to appropriate Academic Leader.
 - Updated syllabus for each course to be taught abroad
 - Updated detailed travel and program itineraries
 - Detailed budget
 - Faculty Director report from previous program
 - Student evaluations from previous program

Department

3. **Approves** or **Disapproves** the program and **notifies** the faculty member.

Academic Leader

4. If approved, **notifies** the College Dean's office, where appropriate, and IPE Director by email, attaching the materials listed above (2).

College Dean's Office

5. **Notifies** the IPE Director of approval by email.

IPE Director

6. **Adds** the program to the International Programs Advisory Committee's (IPAC) agenda as an information-only item.

Catalog Office

7. **Adds** Global Learning course to Banner Catalog and **notifies** Academic Leader and College Dean's Office, where appropriate.

PROCEDURE

Action by:

Action:

Department/EE

8. **Create** one or more course sections (CRNs) for Global Learning course and **notify** faculty member.

Faculty member

9. Assists EE by providing relevant content for recruitment, marketing and publicizing program.

EE

10. **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

11. **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

12. **Works** with Student Health Center to coordinate health-safety/vaccination discussion.

13. **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.

14. **Attends** faculty orientation sessions by IPE.

15. **Plans** and **implements** pre-orientation and post-return program components.

WESTERN WASHINGTON UNIVERSITY