PROCEDURE

Effective Date: 6/17/14
Approved By: Provost’s Council

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**

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

6/17/2014, PRO-AA2105.01A


**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.