

Creighton College of Arts & Sciences

CCAS Faculty Procedure for Faculty Led Programs Away (FLPA)

Introduced by Dean's office and brought for comments before Faculty Senate in Jan 2022.

Rationale. Creighton's College of Arts and Sciences believes that Study Abroad experiences can be enriching and motivating for students. When these experiences are shared between students and faculty, an even deeper opportunity may arise through a Creighton-specific lens. As such, the College supports the creation and facilitation of faculty-led short-term study abroad options.

It is also the case that FLPA's require faculty to engage in a significantly different type of work than they would during a normally contracted course on campus. This includes responsibility for the safety and welfare of the students they are accompanying, as well as the safety and welfare of the community where learning is taking place. In addition, faculty may be in the position of determining how problematic student conduct should be addressed and could be responsible for reporting problematic behavior on the part of other faculty/staff who are accompanying the trip.

Scope. It is important to note that the Global Engagement Office (GEO) is the primary point of contact regarding all travel at the University. All programs that are submitted to GEO must have a sponsoring Unit in the University. The current policy pertains to all Faculty Led Programs Away whose sponsoring unit is the College of Arts and Sciences. This includes both credit and non-credit bearing programs.

Definitions.

Faculty Led Program Away refers to any program where faculty accompany students to a location off-campus for the purpose of a learning excursion. They are distinct from conferences or trainings.

Sponsoring Unit is a designated unit on campus who approves programs prior to their submission to Global Engagement Office. The sponsoring unit is often a School or College, but may also be other units, such as Student Life or Athletics.

Credit Bearing Programs are those that have one or more approved academic courses with credit attached to them. Please note that if courses are new, they must first be approved by the appropriate mechanism (i.e., curriculum committee) prior to being included as a FLPA.

Non-credit bearing Programs may be focused on research or community-based learning (such as an internship) but do not result in a student earning credit. If these are sponsored by the College, they are still considered to be an academic program.

Policy/Procedure:

New Programs.

Faculty in the College who are interested in beginning a new FLPA should first discuss this with

their program director (if applicable) and chair. Programs must have received written approval from their department chair to create such a program. Once this has been secured, faculty should contact the College Associate Dean responsible for community engagement, as well as the Global Engagement Office by December 1st of the academic year prior to the academic year in which the trip takes place. (E.g., trips hoping to travel with students in June 2023 will need to have documents in by December 2021). The faculty member should include in this contact a proposal abstract, including location, duration and overall objectives of the program. The faculty member(s) shall then schedule a short meeting with the Associate Dean who manages global programs and the Global Engagement office to discuss information that may be pertinent to the trip, including potential partners or other programs that are already in that area. At this initial meeting, the College and GEO will determine if the abstract has enough merit to move forward developing a full proposal and may make important suggestions or requirements.

If the proposal is approved to move forward, the faculty member(s) will complete the necessary paperwork and first submit this paperwork to the College's Associate Dean. This paperwork must be submitted by April 15th of the year prior to the proposed trip.

In order for a FLPA to obtain approval from the College to be their Sponsoring Unit, the following conditions must be met:

- All faculty or staff on FLPA's must be employed at Creighton University, and preference will be given to full-time employees.
- Each FLPA will identify a *primary faculty* who will be responsible for communications with the Dean's office, GEO and the Business Office. This faculty must be a full-time, tenured faculty member, unless pre-approved by the Dean.
- As FLPA leaders must carefully navigate both academic and student-life aspects, they should consider including a Student Life staff person on their trip, as these staff are trained with an eye to student life needs that are often outside the scope and expertise of faculty*.

Please note, student life are often 12-month staff, so would need to receive permission from their direct supervisor to attend

The paperwork to be submitted for the initial proposal includes:

1. Title of the program and participating faculty member(s), including a short description of their expertise to lead the program.
2. A description of the program, including a general itinerary with dates of departure and return.
3. A syllabus for any courses that are associated with the program.
4. A general budget for the program, including total student cost and deadlines for student payments.

After looking at the initial proposal and meeting with the prospective faculty, the Associate Dean will communicate with the sponsoring faculty whether their initial proposal merits a full proposal. If so, the Associate Dean will direct the faculty to submit a full proposal by April 30th.

The following Academic considerations will be considered for college approval, and should be specified in the full proposal:

- How does the program enhance a college major and/or satisfy portions of CORE requirements?
- How does the program offer something unique that cannot be accomplished on campus?
- What are the specific academic components of this program?
- How does the time of year when the program is planned appeal to students?
- How does the length of the program appropriately fit with the academic content of the program?
- What is the minimum GPA requirement for program participation?
- What, if any, class standing is required for the course (i.e. upper division only)?
- What, if any, pre-requisites are required (especially for languages)?
- Will the program attract students from different colleges or schools (such as Heider College of Business or College of Nursing)?
- How frequently will this program be offered?
- Does the cost of the program seem reasonable for students?
 - Does the budget have “hidden costs” for students, such as airfare, meals, etc?
 - Is the faculty stipend in line with what is typical for CCAS faculty (appx \$250-\$300 per student)?
- What methods of instruction will be used?
- How will this program offer opportunities for experiential learning? (e.g., community-engaged or service learning)
- Does the program proposal meet requirements for contact/credit hour? (Please see Creighton’s policy here: https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/4.1.6_Academic_Credit_Hour_Policy.pdf).
- Explain why you chose this destination, and how the unique destination important.
 - Identify any connections in the proposed host country or city which may add value to the program content.
 - How well do the faculty know the geographic and academic area?
 - Have the faculty demonstrated that they have sufficient expertise in travel to recognize/anticipate the pitfalls, routes, safety concerns, and advantages the proposed destination offers?
 - Have the faculty demonstrated that they possess an ample network of contacts in the region to support planning and development of the program as well as learning outcomes?
 - Do the faculty speak the local language fluently (in locales where English is not widely used)?
 - Does the region have questionable political/economic stability of the country, and if so, have the faculty clearly demonstrated a plan to navigate this?
 - Have the faculty demonstrated that they would be able to obtain health care access quickly if needed?
 - Have the faculty demonstrated that they possess the minimum level of physical fitness required of the participants?

In addition, the following elements *may* be included in the full proposal:

- Engagement with local scholars and/or experts.

- Opportunities for student interaction with people of the host culture.
- Reflection on learning experiences.
- Connecting with any Creighton alumni who are from the host country or currently working in the program vicinity.

Once the paperwork has been submitted to the College, the Associate Dean will lead an ad hoc committee to review the paperwork and make appropriate suggestions or requirements to the faculty. The committee membership shall consist of the Associate Dean, the Assistant Dean of Operations, a representative from the Global Engagement Office, and at least one, but up to three, additional faculty who have successfully created and completed at least 2 FLPA trips. The committee may choose to approve or deny sponsorship from the College of Arts and Sciences, or they may require contingencies for approval (such as changes to the format/personnel or other areas of the FLPA).

The College will make a final decision about approval by May 15th.

Once the College has approved the FLPA, the Associate Dean will send the faculty member's paperwork, along with the approval from the College as a sponsoring unit, to the Global Engagement Office.

Existing Programs.

FLPA's that have been approved will not need to apply as a new FLPA, but will be expected to submit an updated budget, syllabus and itinerary to the College office every year. These are due to the Dean's office by the first day of classes in the Fall semester prior to the summer trip.

In addition, programs that include course(s) for credit will be required to submit an assessment of their programs each year to the appropriate Associate Dean for the College. This assessment will include the following:

1. Any objective demonstration that the goals and objectives of the program were achieved.
2. If applicable, a breakdown of final grades issues for courses.
3. Any expected changes or alterations that the program wishes to incorporate.

Every 3 years, an inventory of existing FLPA's will be reviewed by an ad hoc committee of the College, and this committee will make suggestions to the Dean regarding changes or updates to existing FLPA's. The Dean will take the committee's suggestions into account when approving continued FLPA's.

Scheduling FLPA's

Most Faculty Led programs will take place during the summer break; however, they may occasionally choose to lead a program over the Winter Session, or even as part of a course that is regularly taught in the Fall or Spring term.

Summer Session FLPAs

- Students are registered in the summer term.

- The travel experience is held any time after the spring semester has ended and prior to the start of the fall semester. A typical program length is 21 – 35 days.
- Summer semester courses are typically 3 – 6 credit hours but will not in any circumstance exceed 9 credit hours.

Winter Session FLPAs

- Students are either registered for fall or spring semester for a course with a winter intersession travel component or the student is registered for a winter intersession course.
- Faculty leading winter intersession travel experiences are expected to hold a regular series of classes and/or meetings in the fall or spring semester to deliver academic content and prepare students for departure. Depending on the structure, frequency, and duration of activities abroad the Winter Intersession travel may satisfy between 15-25 contact hours.
- The travel experience is held any time after the fall semester has ended and prior to the start of the spring semester. A typical program length is 10 – 14 days.
- A Winter intersession study abroad course is typically 3 credit hours.

Spring/Fall Course FLPA

- FLPA's that take place during the Fall or Spring semester will coincide with a semester-long course that meets at standard times through the semester.
- Travel periods for these courses will take place during Fall or Spring break.
- Because of the limited timeframe for student availability, these courses should not include destinations where long travel is required.
- While the length of the course will be a semester, the in-country travel time for these courses will be between 4-7 days.

FLPA Promotion

Faculty will be asked to actively promote their own FLPA. There will be opportunities to do this at the GEO sponsored Study Abroad fair.

- Faculty are not permitted to promote a FLPA that has not been approved by the College and GEO.
- The final approval for all student participants will reside with GEO.

FLPA Facilitation

FLPAs that are approved by both the College and GEO will be added to a College list of current FLPA's. This list will be used to invite faculty to mandatory meetings regarding FLPA rules and regulations, as well as facilitate useful information among FLPA leaders. Faculty with approved FLPA's are **required** to do the following actions (or risk cancellation of their program without advance notice):

- Communicate FLPA dates, cost and payment deadlines to the Business Office.
- Attend ALL required meetings of FLPA faculty
- Regularly check application status of students through GEO's online platform *Terra Dotta*
- Send a current syllabus, faculty contact information (both travel and in-country) and itinerary to the College of Arts and Sciences and to GEO
- Notify the College of all FLPA participants, including
 - Student Name
 - Student NetID
 - Student Emergency Contact numbers
 - Courses each student will be registering for
- Promote student completion of a CCAS Assessment at the conclusion of the FLPA (these will be administered and collected by the College).
- Submit all student grades through the NEST in accordance with the Registrar deadlines.