

TCC Global Learning Committee

Approved Minutes 23 February 2009, 3:00 p.m. VB A-100

Present: Thomas Feist (Chair), Susan de Veer (Secretary), Dr. Lonnie Schaffer (ex officio), Dr. Jeanne Natali (ex officio), Azam Tabrizi, Dr. Gabriella Toletti, Ken Spencer, Debbie Edson, Dr. Mike Bryan, Carol Hodges, Naaman Wood, Danielle McLemore

Absent: Pete Shaw, Sarah Greene

OLD BUSINESS

The December 4th minutes were approved as presented. The January 26th minutes were accepted as presented.

NEW BUSINESS

Introduction of New committee Members (Karl, Ken, student)

Ken Spencer of the Chesapeake Committee recently joined the Committee. He has previously served on the Committee and has led groups of students abroad to Honduras to study horticulture. Welcome Ken!

BIE Globalization Seminar #3 Recap

A number of committee members attended the BIE seminar. A warm thanks to all who participated. The final seminar is scheduled on March 3rd 2009. Although the final seminar is primarily for the BIE grant faculty, committee members working on the Title VIA grant are encouraged to attend this seminar.

Grants

In the absence of the Grants office staff at the February GLC meeting, the committee revisited previous discussions about using the www.cos.com website to search for grants pertinent to the internationalization goals of the college. The committee agreed that reviewing such a website as a “wish” list is not an efficient method for selecting projects; however, it can serve as a tool to generate ideas or to discover what types of grants are available. The committee also agreed that future projects should be informed by the GLC’s strategic plan to ensure that the project meets the college’s strategic plan. The committee also agreed that the search for grants should be focused and worked through in concert with the Grants office.

TCC, as an Achieving the Dream Round One school, is invited to apply for a second grant that is available only to ATD schools with a successful program that can be expanded to affect a larger number of students.

Comment: iTunes University: There may be a grant designed to assist faculty to develop podcasts as a strategy for developmental education or for professional development for faculty teaching developmental education.

International Student Organization

Following the January meeting, the officers of the ISA met with the Norfolk campus students to discuss goals and activities for a combined campus ISA organization.



They will also discuss International Education activities with students at both campus organizations. The committee will assist the students with writing a memo to describe their past activities and a future activity “wish” list in preparation to submitting a request for Student Activity funds.

Study Abroad Program Reorganization: Approval Process, Part II

Dr. Natali distributed an updated flowchart with the proposed changes to the study abroad approval process. Her presentation to the Academic Deans resulted in two recommendations:

1. There should be a regularly scheduled call for proposals to give the faculty and Deans time to review and approve study abroad program proposals.
2. Faculty interested in creating a study abroad program should submit a statement of intent (250 word narrative) to their Dean for approval to develop the idea before submitting a formal proposal to the GLC committee for approval.

In the proposed new process, faculty will begin the planning and approval process at least 18 months in advance of program departure. When the GLC committee agrees that the proposal is worthwhile, the faculty program leader and the Chair of the GLC will submit the proposal to the C&I committee for vetting. The Deans would like the project approved before it is distributed to any college-wide body. (The C&I committee is charged to approve all curriculum and instruction material.) *The committee suggests the need for language to differentiate the separate steps in the approval process for established and new courses.*

The committee asked for a redress procedure in case the GLC or the C&I committee rejects the project. Prior to submitting the project to the GLC for approval, it is important that the faculty program leader demonstrate in the proposal that the project a credit-worthy activity for the number of credits proposed and whether the project is appropriate as a 100 or 200 level course. Current VCCS policy states that general usage courses are valid for only 2 years. The committee asked if there is a process to review the course work for currently approved programs, such as a recertification process, to determine that the goals and objectives in current programs are still being met and that the topic of course content is still timely. The committee recommended that if a faculty member intends to develop a new course, the faculty leader must demonstrate how the new course will meet either a General Education requirement or satisfy a free elective. If a faculty member incorporates travel in an established General Education course, the proposal should still be submitted to the C&I committee for approval to determine that the instructional material and activities are appropriate for the established course. The timeline for vetting the project for either established or new courses is the same.

The committee asked where faculty may find criteria for “best practices” in developing a study abroad project and suggested that a faculty director’s manual be developed, along with an annual seminar for faculty on risk and liability and pedagogy for study abroad programs. To ensure consistency in the understanding of terms in a faculty director’s manual, the committee suggested including a glossary of terms.

Dr. Natali welcomes suggestions and comments on this document from the committee before presenting it to the Executive staff for approval.

Title VIA

Dr. Natali distributed a discussion draft for the Title VIA grant and explained that the draft objectives and anticipated outcomes of the grant project is primarily directed to the development of broad changes to the curriculum. The RFP is not yet out, but the Department of Education advises that when it is released the start-up date will be July 1, 2009. The purpose of the Title VIA grant is to develop faculty global awareness. Participating faculty will need to produce globalized modules that are tied to the General Education curriculum. The question to the committee is whether the college should pursue the grant this year or wait until next year’s RFP is released. Any committee comments on the grant application are welcome.

In continued discussion, the committee acknowledged that the best way to meet the needs of the most number of students as possible is through the General Education courses. The college has general education outcomes for all students that may encompass courses outside of GenEd.

Best Practices Library: The outcome of the grant will be modules that must be sharable and specific enough so that any faculty, possibly in another discipline, can pick up the module and use it directly or extract specific information to use in their own class. The committee agreed that the iTunes U. can be a perfect platform for faculty to access electronic research for their classes.

International Education Week and Jefferson Global Café

This sub-committee, which has been expanded to include Dr. Schaffer, Dr. Natali, and Lee Ellen Knight, will meet March 4th. Dr. Wright first proposed to schedule the Café around Women's History month, but the Women's Center schedule is already set. It was suggested to instead develop this café around International Education Week. The subcommittee will meet March 4th to begin planning the activities.

GLC Committee By-laws (Presentation by Naaman and Jackie Spiker)

The goal in developing these by-laws is in response to the PAPC efforts to restructure governance. Jackie and Naaman have also developed a draft GLC Committee handbook designed to orient new members to the committee's activities. The handbook includes an introduction and history of the committee, as well as the general charge and the reporting structure of the committee. The handbook also includes the duties of the Chair and Secretary.

Naaman asked the committee to review several sections prior to the next meeting. The sections that require committee attention are: IV B, C; VII; VIIIA and XI. Sections under GLC Practice for review are: IVE; VA; VI A 1; B2, and 5.

The bylaws must be completed and approved by the committee before the last meeting.

Meeting adjourned at 4:50 p.m.

Minutes respectfully submitted by Susan de Veer.