1. Purpose

The Education Abroad Advisory Committee (EAAC) is established as a requirement of the By-Laws, Rules, and Regulations of the University Senate [Section II.F.5], and its responsibilities are delegated by the Senate Committee on Scholastic Standards to provide direct oversight for the approval of credit-bearing Education Abroad courses and programs offered by the University. Members will act as an education abroad liaison with their school or college, or administrative unit. Further, the EAAC shall maintain By-Laws outlining the approval process for all University-sponsored student experiences abroad, including, but not limited to, credit-bearing programs and courses. The EAAC does not provide oversight for student organizations’ travels abroad.

The University’s schools and colleges are solely responsible for review and approval of all academic aspects of credit-bearing Education Abroad courses and programs. The responsibility and the prerogative of the EAAC is limited to determining the appropriateness of such courses and programs relative to the locations where they are proposed to be held with adequate considerations of time, affordability for students, safety and security, and other issues related to institutional liability.

The Senate Committee on Scholastic Standards authorizes the Vice President for Global Affairs to reject or postpone a course or program for financial, liability, and safety reasons.

2. Membership

a. The EAAC shall consist of the following members:

- Two faculty members from the College of Liberal Arts and Sciences appointed by the Dean in consultation with the Vice President for Global Affairs or his/her designee;
- One faculty member each from all other schools and colleges appointed by the Deans of such schools and colleges in consultation with the Vice President for Global Affairs or his/her designee;
- Dean of the Graduate School or his/her designee;
- Dean of Students or his/her designee;
- Director of the Honors Program

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1 This is to acknowledge that this By-Law is modeled after the University of California-Berkeley Study Abroad By-Laws of the Study Abroad Advisory Board (Version April 2, 2012).
• Director of the Student Support Services;
• University Director of Advising;
• Director of First Year Experience and Learning Communities;
• Director of Education Abroad (ex-officio, and committee secretary);
• Vice President for Global Affairs or his/her designee (ex-officio).

b. The Chair of the EAAC shall be elected by the membership at its regular meeting in October. The chair has the term of two years, and is eligible for re-election to two consecutive terms.

3. Term of Membership
   
a. The faculty member term of the EAAC is two years, renewable for one term with the consent of the Dean. The Director members are by the virtue of their professional appointment at the University.

b. Faculty members who fail to participate in two consecutive regular meetings may be removed from the EEAC.

4. Meetings
   
a. Regular

   The EAAC shall hold regular meetings four times each calendar year during the second week of February, April, October, and December. Such meetings will take place in person in Storrs. Regional campus members may participate via conference call.

b. Special

   A special meeting of the EAAC may be called by the Chair, and/or the Director of Education Abroad. The call to a Special Meeting must be sent to all members of the EAAC at least five days prior to the meeting.

c. Emergency

   An Emergency Meeting may be called by the Chair, and/or the Director of Education Abroad. The call to an Emergency Meeting must be communicated as soon as possible.

5. Quorum

   Half plus one voting members of the EAAC are required for a quorum.

6. Voting Requirements
a. Recommendation for enactment, amendment or repeal of the By-Laws to the Senate Committee for Scholastic Standards requires two-thirds vote of those present and voting or of those voting by electronic ballot.
b. Modification of processes and/or policies requires approval of a majority of those present and voting or of those voting by electronic ballot.
c. All other business requires a majority of votes cast.
d. Abstentions will not count in the calculation of the two-thirds vote required for approval of By-laws or the majority necessary to pass new process and/or policies, or modification of either.
e. All members of the EAAC (except ex-officio members) are voting members.

7. Electronic Ballot

An electronic ballot must be held on any issue, including modification of processes and policies, if a majority of the voting members present at a meeting of the EAAC so orders.

8. Prior Notice

a. Process/Policy Changes

The full text of proposed modification that is to be acted on at a meeting of the EAAC must be sent in electronic or paper form at least seven calendar days prior to the meeting.

b. Business Not Noticed

At a Regular Meeting, the Committee may take up any other business, except the changes noted in By-law above, whether or not noticed in the call to meeting. But if not so noticed, such business can be acted upon finally only after members present have consented so to act by two-thirds of the votes cast.

c. At a Special or Emergency Meeting, Business not noticed in the call to meeting can be taken up only after unanimous consent, and can be acted upon finally only after members present have consented so to act by two-thirds of the votes cast.

9. Student Participation

Students may attend meetings of the EAAC, but can participate in meetings of the EAAC by invitation only. A member of the EAAC shall recommend a student for participation on case-by-case basis. A Student does not participate in the voting process.
10. Program Approval Procedure

a. Scope

Education Abroad programs are academic programs in which students travel abroad for university-sponsored or university-related purposes to a foreign location. This includes undergraduate and graduate study, as well as clinical, practicum and internship programs of any duration. Program approval can include UConn custom programs, exchange programs, direct enroll partnerships and third-party providers.

b. Procedure

To ensure quality and alleviate potential duplication of resources or competition among programs, proposals for a new Education Abroad programming concept must adhere to the following process:

(1) Full-time faculty or departments conceiving a new Education Abroad programming concept must first discuss and secure preliminary approval to explore the concept with their Department Head and/or Dean, depending upon the applicable school/college governance structure.

(2) With Department Head/Dean approval to explore the concept, the proposer should discuss the concept with the Vice President for Global Affairs or his/her designee at the earliest possible stage of development.

(3) The Vice President for Global Affairs or his/her designee will conduct a baseline review with the proposer to explore the programming concept in terms of programmatic and logistical matters. This will include a review of whether the proposed program overlaps with existing programs and a preliminary assessment of risk, compliance and feasibility.

(4) Assuming the proposed Education Abroad programing concept is granted preliminary approval by the Vice President for Global Affairs or his/her designee, if the proposed program will include a location under a U.S. Department of State Travel Advisory Levels Three and Four or Level Two with specific travel to a location or area that is listed as “Reconsider Travel” or “Do Not Travel” within the country, the proposed programs must then receive approval under the Policy for Education Abroad and Related Activities in Sites with U.S. Department of State Travel Warning and Alert Countries, or any successor policy. See http://policy.uconn.edu/2015/07/23/policy-for-education-abroad-and-related-activities-in-sites-with-u-s-department-of-state-travel-warningtravel-alert. 

(5) Once the programming concept receives preliminary approval by the Vice President for Global Affairs or his/her designee and is approved in accordance with the Policy for Education Abroad and Related Activities in
Sites with U.S. Department of State Travel Warning/Travel Alert, if applicable, the proposer should prepare the Education Abroad Program Proposal for the EAAC (Appendices I and II). The proposal includes a letter of support from the Department Head (if applicable) or Dean, Department approval for the proposed course(s), course syllabi and the completed Program Proposal Form.

(6) Upon completion of the Education Abroad Program Proposal, the Office of Global Affairs, under the advice of EAAC, will conduct a review of program feasibility, financing, risk assessment and compliance with general University operations prior to implementation of the program by employing applicable standards as articulated by Standards of Good Practice for Education Abroad (Forum on Education Abroad, Current Edition), including a site visit as articulated in By-Law 12.

(7) The overseas partners involved must meet the legal requirements of the State of Connecticut and the University.

(8) Education Abroad programs should not be announced or promoted to students until the Office of Global Affairs has granted final approval to proceed with the program and there is reasonable assurance that the required arrangements will be in place in time for the proposed program start date.

c. Authority of Final Approval

As part of Global Affairs’ review and vetting responsibilities, with the advice of EAAC, the Vice President of Global Affairs or his/her designee is responsible for confirming that each Education Abroad program:

(1) is in compliance with the University’s Policy for Education Abroad and Related Activities in Sites with U.S. Department of State Travel Warning/Travel Alert;
(2) has successfully completed an academic and programmatic review by the EAAC;
(3) meets Global Affairs established standards; and
(4) is in compliance with University contracting policies and procedures, including but not limited to those required by the applicable contract or purchasing agreement. A program may not be implemented without a completed contract or purchasing agreement.

11. Third-Party Providers

a. The University does not endorse any third-party providers of education abroad programs. However, some programs are mediated through a third-party provider with relationships to an academic institution. In such case, the assessment of the third-party provider shall be included in the review and approval process.
b. No committee, faculty or staff interaction with third party program providers shall include any solicitation of financial or other benefits to the University, or its personnel, in exchange for inclusion on an approved list, except in the case of a benefit to students.

12. Site Review

Once a proposal is provisionally approved by the Vice President of Global Affairs or his/her designee, a formal review (up to a site visit) may be necessary. This formal review or site visit will be conducted by the proposer or professional staff from Global Affairs. The detailed report from the site review shall address specific criteria outlined in the Site Visit Checklist (Appendix III). In cases where a proposer has intimate and current knowledge of the program, and is able to satisfactorily complete the Site Visit Checklist, a site review may not be required.

13. Approval

a. The EAAC shall review and discuss the proposal and report(s) from the site visit during the Regular Meeting.
b. Programs are approved by the majority votes cast, as outlined in the By-Law 6.
c. If a program receives EAAC approval for one location, a new proposal must be submitted to the EAAC for any new locations.

14. Evaluation of Approved Programs

All existing approved programs shall be evaluated. The evaluation process consists of:

a. Monitoring through student evaluations, student debriefings, and close contact between Education Abroad and program administration, in the United States and abroad;
b. Site review resulting in detailed report to ensure that provider is providing high quality service and facilities to students;
c. Periodic formal review, by a team comprising one or more faculty and professional staff, in predetermined cycles; and
d. Other formal review(s) on issues that arise during the evaluation process or a site visit.

15. Renewal of Approved Programs

The approval process shall include a provision for renewal as needed.
a. If required, appropriate updates to the approved list and respective programs shall be made to ensure that information provided to prospective students remains accurate and current.
b. Changes to approved courses are reviewed as needed by the academic department.