



Executive Memorandum 22-018

June 1, 2022

From: Gayle E. Hutchinson, President

A handwritten signature in blue ink that reads "Gayle E. Hutchinson".

Subject: Study Abroad Advisory Committee

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the Study Abroad Advisory Committee.

Policy Title:	EM 22-018 Study Abroad Advisory Committee
Contact:	
Supersedes:	EM 09-011
Revision:	
Enabling Legislation or Executive Order:	

In light of the campus strategic priority of Civic and Global Engagement, and CSU Policy on Exchange Programs and Campus Activities Abroad (formerly EO 1081), California State University, Chico has established a systematic and intentional framework for the development and review of study abroad programs. The Associate Vice President (AVP) of International Education and Global Engagement (IEGE) has been appointed the Senior International Officer (SIO) for California State University, Chico and meets with the other CSU system SIO's on a regular basis. This standing advisory committee on study abroad will assist the AVP in managing and overseeing study abroad and exchange programs at CSU Chico.

Charge

The Study Abroad Advisory Committee has the following functions:

- Advise the university's Senior International Officer on international program policy and on matters relating to study abroad.
- Using established criteria, review proposed faculty-led programs (credit-bearing) and trips (non-credit-bearing) to evaluate appropriateness of location, faculty-leader experience, academic quality, feasibility, appeal to students, and to prevent redundancies

of offerings, as required by CSU Policy on Exchange Programs and Campus Activities Abroad.

- Review and propose measures which consider risk management and the health, safety, and security of students, staff, and faculty as a central feature of planning and operation of study abroad programs, as required by CSU Policy
- Ensure appropriate emergency planning has been implemented to effectively respond to international emergencies that may affect Chico State students, faculty, or staff while in other countries under the auspices of the university.
- Propose and implement guidelines for review and selection of third-party providers of study abroad programs to enhance the university's offerings where needed. (Mandated by CSU Policy)

Type

The Study Abroad Advisory Committee is a permanent committee as authorized by, and specified in, Article VI, Section 2 of the Constitution of the Academic Senate of Chico State.

Reporting Relationship

The Study Abroad Advisory Committee will provide program or partner recommendations to the Provost through the Senior International Officer. The Study Abroad Advisory Committee reports to the Educational Policies and Programs Committee of the Academic Senate. The committee provides a report to EPPC annually.

Basic Structure

Membership

- AVP of IEGE/Senior International Officer
- Chico State's member of the statewide Academic Council of CSU, International Programs (ACIP)
- Study Abroad & Exchange Coordinator (or designee)
- University Risk Manager (or designee)
- Three faculty members with relevant international experience, representing three different colleges. Faculty are appointed by the Academic Senate Executive Committee, in consultation with the Provost. Terms of appointment: 3 years (overlapping appointments).
- Representative of Regional & Continuing Education (Appointed by dean of RCE)
- Student alumna/us of a campus-affiliated study abroad program, minimum of one semester abroad. Term of appointment: one year. Student member is recommended by Study Abroad & Exchange Coordinator and appointed by the Senior International Officer of the campus.

Chair

The Senior International Officer of the campus serves as chair of the committee. The Study Abroad Advisory Committee will develop its own operating procedures. The agenda will be set by the chair.

Meetings

The Study Abroad Advisory Committee will meet at least once each semester and may meet more often as needed to review program or trip proposals.

Appointments

Appointments will be made by the end of the spring semester so that Committee members will be ready to serve at the beginning of the first fall semester of their term of appointment.