

## **Moorpark College Study Abroad Advisory Committee**

### **Program Recommendation Process and Practices**

1. The Study Abroad Advisory Committee (SAAC) will send out a call for applications for faculty to run a study abroad program through Moorpark College for a given semester and year. This call will be bi-annual and take place with a closing date of February 1<sup>st</sup> and October 1<sup>st</sup> for all semesters/terms at least one year out. New program proposals as well as repeats of previously offered programs will be considered.
2. SAAC will convene to prioritize and recommend programs to the Vice President of Academic Affairs. The committee will have a minimum of three SAAC members present for the review and recommendation process. Overall, the committee will seek to create a range of options for students that encourages global learning and citizenship.
  - A. The committee will consider the following:
    - i. The viability of proposals
      1. Relevance of course to students and their majors
      2. Economic viability – can students afford to go, and will it meet enrollment targets for the college?
    - ii. The overlap and timing of proposed dates of travel
  - B. The committee will make decisions for recommendation based on what will grow the reputation and success of the Moorpark College study abroad experience. This may include marketing efforts/plans as well as a given program's uniqueness compared to other study abroad programs offered through Moorpark College.
  - C. The committee will rank proposals in order of strength
  - D. The committee reserves the right not to recommend proposals if the application is not achieving these outcomes.
3. The Vice President of Academic Affairs will meet with the SAAC to read and review the Committee's recommendation, reach a decision, and report back to the SAAC by the first week of December (for the Oct 1<sup>st</sup> deadline) and the first week of April (for the February 1<sup>st</sup> deadline). This is a two-month window between submission deadline and decision by the VP of Academic Affairs.
4. If a member of the SAAC is applying for study abroad, they must recuse themselves from the prioritization and recommendation process for the given year under consideration.