

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

### **Program Recommendation Process and Practices – DRAFT**

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 annual and take place with a closing date of February 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. 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. How strong is the appeal of this program to students?
      2. How is academic rigor addressed?
      3. What marketing strategies will be used to ensure the program will fill and meet enrollment targets?
      4. Economic viability – can students afford to go?
      5. The overlap and timing of proposed dates of travel relative to other applications
  - 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 April.
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.