

STUDY ABROAD

The District, through its colleges, offers students the opportunity to take credit college courses while studying in other countries through two programs: the semester-length and short-term study abroad programs. The District Director of International Education consults with the colleges to ensure that the semester-length and/or short-term programs meet the content and legal requirements for study abroad programs prior to submission for Board approval, including adherence to the process as stated in Business Procedure 8.21. Proposals must be resubmitted for approval each year.

All semester-length study abroad proposals developed by fulltime faculty and approved by the department chair and Division Dean must be submitted to the Districtwide Study Abroad Committee (DSAC) for evaluation and endorsement. The DSAC operates under a set of approved procedures governing the semester program requirements, academic content, vendors, health and liability coverage, including consultation with local study abroad consortium partners, which may jointly host these programs with the District colleges. All courses are taught by the colleges' faculty recommended by the Districtwide Study Abroad Faculty Selection Committee. Semester-length study abroad courses will be offered by the college from which the faculty member is selected. All proposals must be approved by the college President or designee, the Chancellor or designee, and the Board.

Short-term study abroad programs may be developed by any faculty member who meets state and local minimum qualifications. These programs are coordinated through the appropriate college department, division, and President or designee. Each college will be responsible for making decisions regarding the number and type of short term study abroad programs that the college will offer. Short-term study abroad faculty are selected by the local college instructional administration prior to submission for Chancellor and Board approval.

1. Districtwide Study Abroad Committee (DSAC)

- a. The Districtwide Director of International Education shall convene and participate on the DSAC, which meets at least two times per semester and is comprised of the following members:
 - 1) Vice President of Instruction, or designee, from one of the District colleges;
 - 2) a representative from the Study Abroad Office (non-voting member);
 - 3) a classified staff member, appointed by the Classified Senate Coordinating Council;
 - 4) a counselor designated as the resource person for the study abroad program by the Faculty Senate;
 - 5) two faculty members from each campus appointed by the respective Faculty Senate; and
 - 6) additional non-voting support or resource members, as determined by the committee.
- b. The chairperson shall be elected annually by the committee from its membership.
- c. The Study Abroad Office shall provide support and serve as a resource for the members of this committee.

2. Districtwide Faculty Selection Committee for Semester-Length Study Abroad Program

- a. The Districtwide Faculty Selection Committee meets as needed for the purpose of evaluating applicants for teaching assignments in semester-length, general education-oriented programs. All members of the committee are voting members. Committee members who are applicants shall not participate in the current year's selection process.
- b. The committee consists of the following members:
 - 1) Vice President of Instruction of one of the District colleges, or designee, (position may be rotated among the three colleges at the discretion of the Vice Presidents);
 - 2) District Director of International Education;
 - 3) Districtwide Study Abroad Committee chair; and
 - 4) two faculty members from each college appointed by the respective Faculty Senate.
- c. The committee shall develop a process for evaluating faculty applications that is consistent with District policy and procedure.

3. Program Requirements

- a. For semester-length programs the student must enroll in and maintain a stated number of units. Students who fall below the stated minimum by abandoning their studies will lose their status in the program.
- b. In addition to stated course prerequisites and advisories, all study abroad students should be in good academic standing.
- c. The Study Abroad Office shall ensure that all participating instructors and students shall complete and submit any forms and documents as stated in Business Procedure 8.21.

4. Privately Sponsored International Tours

Employees leading international tours not approved through this process shall not use any college material, staff, or equipment in the promotion of the tour. The name of the District and/or college shall not be used in any way that gives the impression that the tour is sponsored by the District or college. If a faculty member identifies him/herself as a Contra Costa Community College District instructor, the advertisement must include a disclaimer that the tour has no affiliation with the District or college. Advertisements may be distributed or posted on campus or at any authorized District function only in accordance with rules established for other private announcements.