

## PLAN FOR ACADEMIC OVERSIGHT OF UCEAP

*Approved by UCIE May 18, 2012 and revised December 16, 2016*

A formal UC academic program, the University of California Education Abroad Program (UCEAP) is a recognized leader in the field of international education and the flagship education abroad program for the UC system. Within the context of shared governance, the UC Academic Senate, academic units, faculty and staff are extensively involved in the initiation, development, implementation, and oversight of UCEAP programs. Faculty involvement and oversight is a key resource for UCEAP and takes place via several levels:

- Academic Senate oversight via University Committee on International Education (UCIE)
- Faculty appointments to the systemwide and campus study abroad offices
- UCEAP Faculty Directors (previously titled “Study Center Directors”)
- UCEAP Visiting Professors
- Faculty Advisory Committees (FACs) structured either by region or by discipline
- Academic Liaisons (Non-UC Faculty)

The responsibilities of each of the above entities with respect to academic oversight are described below:

1. **UCIE (Academic Senate)**

UCIE is the primary oversight body for all academic aspects of UCEAP programming, as found in its charge: (<http://www.universityofcalifornia.edu/senate/committees/ucie/>). All UCEAP partner institutions and programs go through an extensive evaluative process at inception, a process that is overseen by UCIE. When UCIE approves a UCEAP partner university or program, it is approving the courses and curricula associated with that program. After approval, all programs undergo a review after three years. Established programs that have completed a three-year review then undergo a further regular review every ten years. UCIE is also involved in the appointment of UC Faculty as UCEAP Faculty Directors. UCEAP expects that on-site visits by at least one review committee member constitutes normal practice in regular 10-year program reviews, unless budgetary or other concerns as determined on a case-by-case basis make an in-person visit impossible. UCIE will appoint one member to the program review committees. UCEAP reaffirms its commitment to ensuring that program reviews result in specific and useful recommendations for improvement.

2. **UCEAP Systemwide Office**

**Associate Vice Provost and Executive Director**

The Associate Vice Provost and Executive Director is responsible for supervision of all aspects of UCEAP programming.

**Associate Dean**

The UCEAP Associate Dean oversees the implementation of academic policies and procedures in the UCEAP Systemwide Office and UCEAP centers abroad to ensure that UC students are receiving accurate and appropriate UC credit and grades for the courses completed on UCEAP. The Associate Dean serves as UC instructor of record in all cases where there is neither a UCEAP Faculty Director nor Visiting Professor. The Associate Dean interacts with UC departments and campus staff on issues related to granting academic credit for UCEAP courses and promotes the integration of our study abroad programs and coursework with department curricula (academic integration).

3. **UCEAP Faculty Directors**

UCEAP Faculty Directors are UC faculty appointed for periods ranging from several months to two years. Representing the University of California to host universities, they oversee UCEAP’s programs abroad, and at some sites work with third-party providers responsible for various program elements. Faculty Directors fulfill academic and

administrative functions, including oversight of student safety, security, and conduct. The Faculty Director ensures that the academic standards of the University of California are met in the UCEAP programs under his/her oversight. These academic responsibilities include: advising students on academic and related matters; developing and implementing the academic and cultural programs of the Study Center; approving students' study lists; preparing timely information needed to facilitate the cataloging of their courses as UC courses; overseeing independent study projects or internships; reviewing student petitions; and assigning final grades in consultation with the students' instructors.

UCEAP currently has seven UC Faculty serving as UCEAP Faculty Directors in the following locations: France, Northern Europe (Denmark, Germany, and Sweden), Italy, China, Japan, Spain, and Chile-Argentina.

#### **4. UC Visiting Professors**

UCEAP sees considerable benefits in having UC faculty in short-term assignments (typically quarter, semester, or summer) to existing programs and partnerships. Such professors typically teach a course or courses, and, in most cases, provide some academic oversight functions. These include helping with student orientation and serving as instructor of record for a pre-arranged period after the end of the teaching term, even if they complete their term remotely from the US (for example, serve as instructor of record in the spring semester, although the faculty member taught in fall only). These faculty members—who are expected to have considerable expertise in the culture of the host country—provide key intellectual leadership for students abroad, helping to create an intellectual community and assisting students in integrating their educational and cultural experiences, while deferring most issues of daily operations to local staff. Participation is contingent on the instructor's department being willing to release them for the UCEAP assignment. Currently, we have Visiting Professor positions in China, India, Japan (2), Mexico, and the Netherlands.

#### **5. Campus Faculty Directors**

Many of the international studies offices recruit faculty to oversee various aspects of international education on their campuses, and to assist in the process of recruiting, advising, and orienting students who are planning to go abroad. In addition, these Campus Faculty Directors (CFD, previously referred to as Council of Campus Directors) play a critical role in providing faculty advice and consultation to UCEAP. Faculty on campuses are in a unique position to work with colleagues, departments, and administrators to facilitate academic integration, ensuring that the academic work that students complete while abroad will count towards degree requirements. These appointments are at the discretion of the local campus.

#### **6. UC Faculty Advisory Committees**

Having functioned as ad hoc groups for many years, the role of Faculty Advisory Committees (FACs) has been greatly expanded in recent years. These FACs function as standing committees, charged with assisting UCEAP staff with ongoing issues of program development and academic functioning. Some FACs are regional- or country-specific, and others are discipline-specific (see Figure 1). FACs provide specialized guidance and expertise on local conditions and opportunities, including program origination, curriculum development (for construct programs), response to student feedback or other concerns, and program consolidation/suspension. FACs may also advise or assist with the integration of UCEAP courses into the curricula of their own departments and programs. The typical FAC is envisioned as including seven to nine representatives drawn from a variety of backgrounds, disciplines, campuses, and ranks and is constituted through an open and broadly consultative process. The typical term of service is two to three years, with a possibility of renewal for a second term. Faculty Directors and/or Visiting

Professors serve ex-officio on these committees as a means of improving communication among faculty in the field and faculty at home.

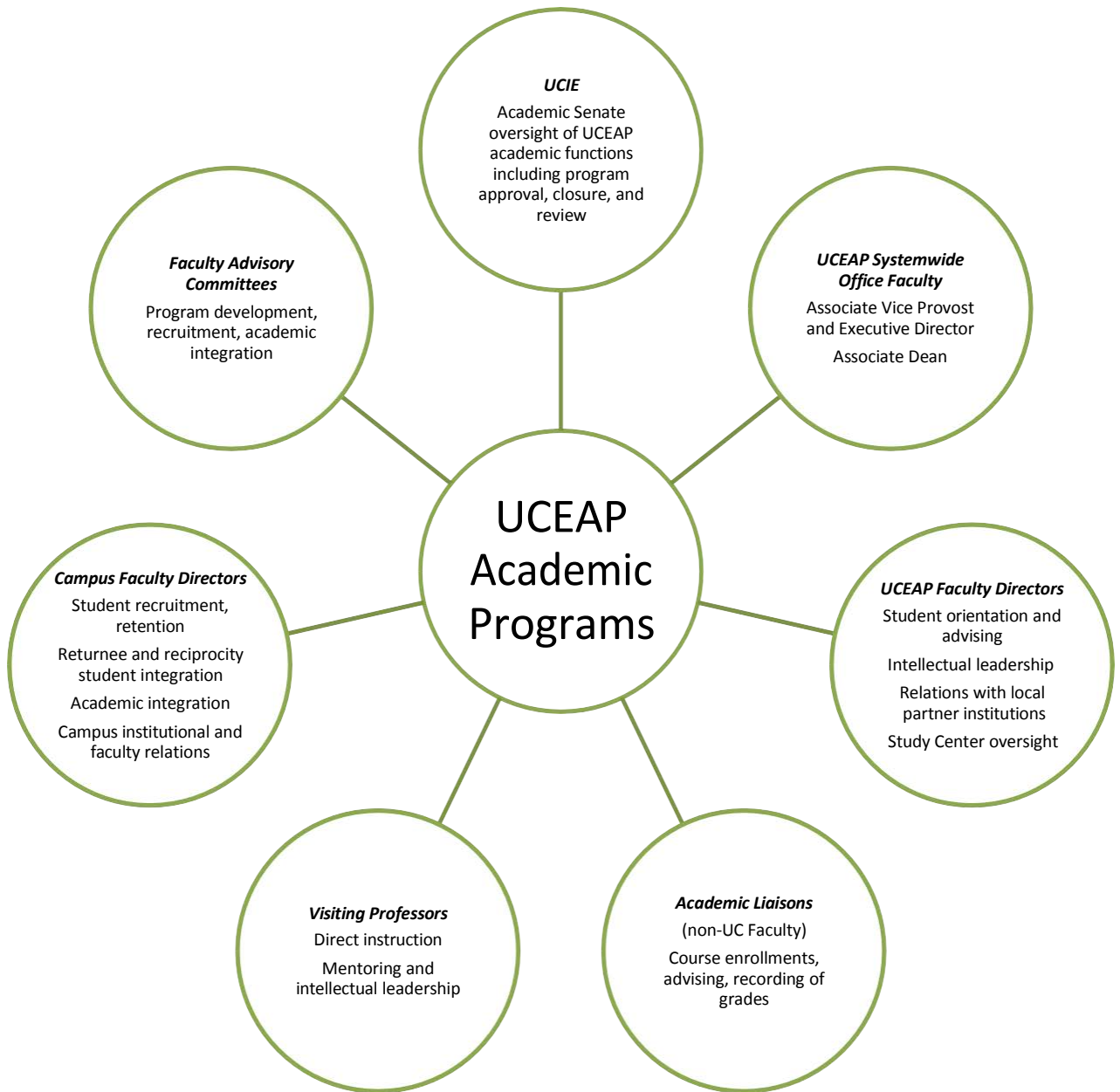
Figure1. Faculty Advisory Committees

Region/Country FACs	Discipline FACs
<ul style="list-style-type: none"><li>• Africa</li><li>• Australia and New Zealand</li><li>• China, Hong Kong, and Taiwan</li><li>• Japan and Korea</li><li>• Europe</li><li>• France</li><li>• Italy</li><li>• Latin America</li><li>• Middle East</li><li>• South Asia</li><li>• Southeast Asia</li><li>• UK, Ireland, and Canada</li></ul>	<ul style="list-style-type: none"><li>• STEM 1 (Engineering, Physical Sciences, Math)</li><li>• STEM 2 (Biological/Life Sciences)</li><li>• Business, Economics, and Management</li><li>• Environmental Science</li><li>• Public Health</li><li>• Spanish Language and Culture</li></ul>

7. **Academic Liaison (Non-UC Faculty).** In regions where there is not currently a designated Faculty Director, an on-site Academic Liaison oversees important academic functions. This is a role that is filled by a faculty member at a partner university or a resident/academic director with appropriate academic credentials and has been used in a number of UCEAP locations for many years. The Academic Liaison provides assistance with course selection, enrollment, the conversion and recording of grades, as well as insight to the academic policy and practice of partner institutions. The Academic Liaison transmits grades via MyEAP student information system, and they are reviewed and signed by the instructor of record, either a UCEAP Faculty Director located in the region with responsibility for local oversight, or by the Associate Dean at the systemwide office. Only UC Faculty can serve as instructor of record.

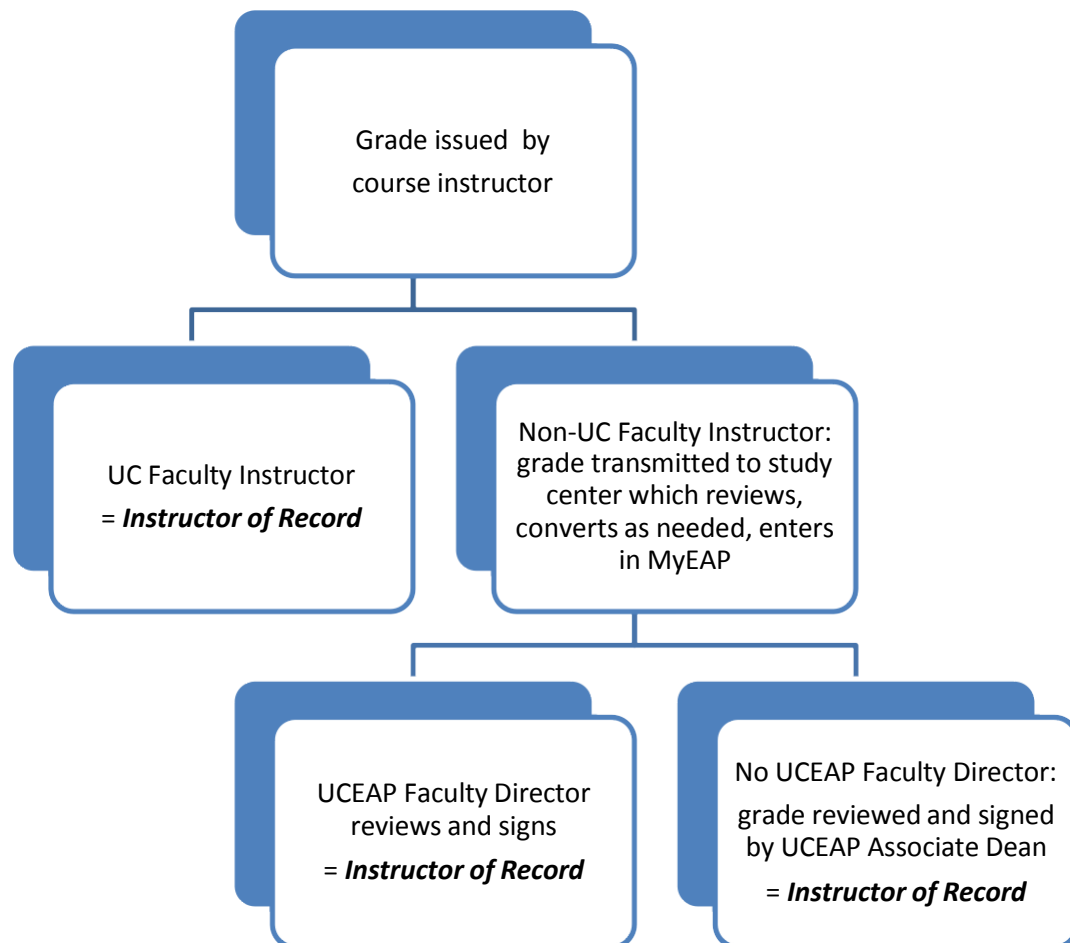
Academic oversight depends upon broad faculty participation in all aspects of program design and implementation, both through formal agencies of Academic Senate review, as well as through the informal involvement of faculty to oversee the specific details of many levels of program development (see Figure 2). Past studies suggest that one barrier to study abroad is student concerns about receiving relevant academic credit for international courses. Faculty engagement at multiple levels is critical to improving outcomes with regard to academic integration, easing the obstacles to student participation.

Figure 2. Continuous faculty involvement in academic oversight



All University of California students participating in UCEAP receive UC credit and grades for their coursework taken abroad. Accordingly, the conversion of partner university units and grades to the UC equivalence and the assignment of grades to students' transcripts must be overseen by UC faculty. There is a clear chain of authority for grading that extends from the local course instructor to the UC instructor of record (see Figure 3). UCEAP's academic oversight plan ensures a uniform, consistent, and coherent system for assigning UC credit and grades for coursework completed abroad.

Figure 3. UCEAP chain of course grading authority



UCEAP commits to assessment and monitoring of progress to ensure the effectiveness of mechanisms for faculty involvement, a uniform system for assigning academic credit and grades, and constant improvement regarding academic integration. Some measures are assessed through regular surveys conducted by the UCEAP research unit (e.g., an annually administered Academic Outcomes Survey). In other cases, more qualitative measures of performance can be used (including analysis of responses from FACs, exit surveys or interviews with UCEAP Faculty Directors and/or Visiting Professors, and analysis of regular program reviews.)