

# Illinois Abroad Implementation Committee

Meeting with the Council of Undergraduate Deans  
and Study Abroad Directors and College Contacts  
Tuesday, May 26, 2020, 3:00–4:30 p.m.

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## Overview

- Preface: Principles, People, and Processes
- Planning: Answering Five Questions
- Prospects: Next Steps
- Discussion

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# Preface:

## Principles, People, and Processes

2018–2019 Study Abroad Task Force

2019–2020 Illinois Abroad Implementation Committee (IAIC) and Working Groups

IAIC Meetings and Consultations

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## Principles

We are focused on implementing recommendations delivered to the Provost in the 2018–2019 Study Abroad Task Force final report.

- Task Force recommendations were reviewed by the Council of Deans and the Vice Provost for International Affairs and Global Strategies.
- Recommendations were prioritized.
- The Illinois Abroad Implementation Committee was charged with following priorities set by the Provost in consultation with the academic deans and the VPIAGS.

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## Principles

Our planning embraces assumptions about study abroad administration that are foundational to Task Force recommendations. To the extent possible, implementation steps acknowledge that:

- academic decisions that affect students should be made in consultation with faculty in the academic disciplines;
- student financial and records processes should be executed by the campus units that are principally responsible for these processes;
- business and risk assessment processes that are particular to study abroad should be centralized in a unit whose staff specializes in handling such processes.

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## Principles

Institutional change that benefits students is necessary and good, but it comes at the cost of disruption to established academic and business practices. Illinois has a history of committing to such change, with positive results.

- Creation of the Campus Center for Academic and Academic Services (CCAAS) and the Division of General Studies (DGS)
- Creation of the Center for Innovation in Teaching and Learning (CITL)

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## Principles

Student- and faculty-focused institutional change is best managed when consultation is broad and emergent recommendations are clear and decisive.

- The IAIC includes faculty and staff with career expertise in academic study abroad, student academic affairs, international safety and risk management, and business affairs.
- The IAIC and its five working groups represent staff and faculty from all 10 undergraduate degree-granting colleges and schools, as well as four academic affairs units and one university system office.

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## People

Committee membership:

- Gretchen Adams, Assistant Dean, College of Applied Health Sciences
- Andrew Collum, Director for International Safety and Security, Illinois International
- Vicky Gress (*ex officio*), Executive Associate Provost for Budget and Resource Planning
- Meghan Hazen, University Registrar
- Nicole Lamers, Director of Study Abroad Programs, Gies College of Business
- Peter Mortensen (*chair*), Faculty, Department of English, LAS
- Melissa Newell, Director of Undergraduate Affairs, School of Information Sciences
- *Staff*: Amy Hubbard, Assistant Director for Administration, Illinois International

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## Working Group 1: Financial Processes and Procedures

Working Group membership:

- Meredith Blumthal, The Grainger College of Engineering
- Brandy Coy, Illinois International and Illinois Abroad and Global Exchange
- Vicky Gress (*chair*), Office of the Provost
- Cheryl Heck, Illinois International
- Joshua Keen, Office of Student Financial Aid
- Nicole Lamers, Gies College of Business
- Emanuel Rota, History and European Union Center, LAS
- Michelle Trame, Office of Student Financial Aid

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## Working Group 2: Support Structures

Working Group membership:

- Gretchen Adams (*chair*), College of Applied Health Sciences
- Andrew Gabel, College of Liberal Arts and Sciences
- Jana Gadbury, The Grainger College of Engineering
- Alex Hall, Illinois Abroad and Global Exchange
- Elly Hanauer, College of Liberal Arts and Sciences
- Melissa Michael, School of Molecular and Cellular Biology, LAS
- Mark Wolters, Department of Business Administration, BUS

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## Working Group 3: Safety, Security, and Program Review

Working Group membership:

- Daniel Anderson, Gies College of Business
- Jessa Barnard, College of Agricultural, Consumer and Environmental Sciences
- Stacy Billman, Illinois Abroad and Global Exchange
- Andrew Collum (*chair*), Illinois International
- Shelly Romack, Risk Management, University System

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## Working Group 4: Course Approval & Transfer of Study Abroad Credit

Working Group membership:

- Meredith Blumthal, The Grainger College of Engineering
- Tina Klebek, College of Applied Health Sciences
- Meghan Hazen (*chair*), Office of the Registrar
- Rod Hoewing, Office of the Registrar
- Thomas Schrepfer, Illinois Abroad and Global Exchange
- Stewart Schrof, Office of the Registrar
- Bob Steltman, College of Liberal Arts and Sciences

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## Working Group 5: Embedded IAGE Support to Colleges

Working Group membership:

- Kyle Potthast, College of Media
- Nicole Turner, College of Fine and Applied Arts
- Hellen McDonald, School of Social Work
- Melissa Newell (*chair*), School of Information Sciences
- Joy Phaphouvaninh, Illinois Abroad and Global Exchange
- Allison Witt, College of Education

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## Processes

- Committee meetings (17 between October 17 and May 26)
- Chair's consultations with stakeholders (11)
- Chair's meetings with VPIAGS (11)
- Chair's meeting with IAGE staff (December 12)
- Chair's midyear report to the Provost and VPIAGS (February 21)
- Committee meeting with stakeholders (February 25)
- Working Group meetings (many and continuing)
- Working Group consultations with stakeholders

Example: Gress and Lamers of WG1 met with college business officers and study abroad directors to discuss implications of new study abroad funding model resulting from transition from Range IV to Range III tuition assessment for semester and year-long programs abroad, effective Spring 2021.

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## Processes

Committee effort in support of Working Groups:

- IAGE and Registrar collaborated to characterize recent student study abroad course-taking activity. Identified 5,000 courses that might be articulated, with articulations available to student pre-departure.
- Prepared for shift in study abroad funding model by beginning to detail the staffing required to meet expected performance standards.
- Established a framework for memoranda of understanding to be used as academic responsibilities move from campus to colleges and departments and as business responsibilities are centralized.
- Investigated how study abroad is valued on campus: Does it appear in campus and college strategic plans? Is it named in programs of study published in the *Academic Catalog*?

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## Planning: Answering Five Questions

Designing for Implementation

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## Five Questions

Reflecting on the principles mentioned previously:

- I. What academic programs, currently administered by IAGE, should move to an academic college (or colleges)?
- II. What business functions, currently under the purview of individual colleges, should move to a central study abroad service unit (IAGE)?
- III. What business functions, currently in IAGE and Illinois International, should move to functional units in enrollment management?
- IV. Once programs and functions move, how will they be sustained?
- V. How can the safety and quality of programs be assured?

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## Question I Answered

What academic programs, currently administered by IAGE, should move to an academic college (or colleges), and how will these additional administrative responsibilities be managed?

- Working Group 5 has digested program information developed in collaboration with Working Group 3 and is prepared to present it to the college study abroad directors along with a questionnaire that is designed to identify goodness of fit with colleges' academic programs of study.
- Working Group 5 has also developed a questionnaire that will help colleges identify what they need in the way of "embedded" study abroad professionals who remain based in IAGE but will work a percentage of time with a college.

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## Question II Answered

What business functions, currently under the purview of individual colleges, should move to a central study abroad service unit (IAGE)?

- Working Group 2 has designed a process that puts IAGE in the lead of developing partnership agreements with international institutions that must be routed through the university system's contracts division.
- Working Group 2 has also designed a process that puts IAGE in the lead of procurement activity that must be routed through the university system's purchasing division.

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## Question III Answered

What business functions, currently in IAGE and Illinois International, should move to functional units in enrollment management?

- Working Group 2 is designing an implementation plan that moves administration of the I4I scholarship program, supported by student fee income, from the Illinois International business office to the Office of Student Financial Aid.
- Working Group 1 is developing an online student study abroad budget engine that aggregates individual student tuition data (based on cohort, residency, and program of study) with all-in program cost details that are supplied by the sponsoring college or IAGE.

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## Question IV Answered

Once programs and functions move, how will they be sustained?

- Nicole Lamers, consulting with colleagues across campus, is designing an analog to the Career Services Council for the study abroad community. The body, yet to be named, will include an appointed committee charged with policymaking and coordination responsibilities. The body may also include standing and *ad hoc* subcommittees that are focused on operations and problem-solving, and may sponsor career development opportunities for study abroad professionals on campus.

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## Question V Answered

How can the safety and quality of programs be assured?

- Working Group 3 has developed a framework for the periodic evaluation of the safety and quality of short-term, semester-, and year-abroad programs.
- Working Group 3 has also developed a framework for conducting initial safety and quality evaluations of short-term, semester-, and year-abroad programs.

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# Prospects: Next Steps

Near-Term and Immediate

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## Near-Term

- Submit 2019–2020 final report to Provost and VPIAGS. Each implementation recommendation will:
  - Identify responsible parties
  - Prescribe a timeline
  - Specify necessary memoranda of agreement
- Suggest charge items for 2020–2021 IAIC (for 6–12 months, as imagined in the Task Force final report).
- Move forward, in collaboration with IAGE and college study abroad offices, with implementation steps that are approved.

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## Immediate

- Expedited recommendation
  - Charge an operations-focused committee, separate from the IAIC, that can be involved in decision-making and communication related to re-opening study abroad (in Spring 2021 or later).
- Query from Working Group 4
  - About 5,000 courses have been identified as candidates for articulation. Input from college study abroad offices will doubtless identify a subset for priority articulation. Designing and implementing a workflow for articulation may draw effort from the articulation specialist (likely an assistant dean or designee) within each college's student academic affairs office. Meghan Hazen has questions about best to enlist this effort.

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## Discussion

Council of Undergraduate Deans and Study Abroad Director:  
Concerns, Questions, Suggestions

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# Thank you!

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