

Memorandum

TO: Illinois Abroad Council Steering Committee (IACSC)

FROM: Reitumetse Obakeng Mabokela, Associate Chancellor and Vice Provost for International Affairs & Global Strategies
Kevin Jackson, Vice Provost for Undergraduate Education

CC: John Coleman, Vice Chancellor for Academic Affairs and Provost

DATE: August 1, 2023

SUBJECT: 2023-2024 IACSC Charge

Background

Pursuant to the recommendations of the [Illinois Abroad Implementation Committee \(IAIC\)](#), three goals that underly the establishment of the inaugural 2022-2024 IACSC are:

- Maintain work already implemented by the colleges, schools and IAGE, with IAIC coordination.
- Complete implementation of outstanding recommendations by the IAIC.
- Serve as forum to oversee study abroad operations across our campus.

IACSC Purpose

The purpose of the IACSC is tied to the academic mission of Illinois, where the university aspires to provide its students with transformative learning experiences. As articulated in the university's strategic plan, *The Next 150 (2018-2023)*, and in the emerging *Boldly Illinois*, study abroad is among the integrative learning experiences that undergraduates should be encouraged to complete before graduation. Such experiences are designed to help students develop global awareness and cultural competencies that are expected of land-grant research university graduates in the twenty-first century. The delivery of integrative learning experiences requires strategic collaboration between college-wide and university-wide units. Therefore, the IACSC is established as a forum in which these strategic and collaborative partnerships associated with study abroad can be defined, managed, evolved, and evaluated.

Revised IACSC Responsibilities and Tasks

The expectation is that over the 2023-24 academic year, IAC working groups will continue the work that started last year and issue specific recommendations to address any problems or challenges they may encounter in their research and analysis of study abroad at the university. The steering committee will then review and prioritize recommendations for presentation to leadership as well as discuss strategies for communicating progress toward goals with the broader campus community.

The committee is hereby charged with the following responsibilities and tasks:

1. IAC working groups shall complete the work in progress outlined in the 2023 IACSC Annual Report.
2. IAC working groups shall research, analyze, and explore possible solutions to the identified unresolved study abroad issues or challenges, as listed on the 2023 IACSC Annual Report.
3. Using the Recommendation Report Template (Appendix A), IAC working groups shall draft specific study abroad recommendations to address the unresolved issues or challenges.

Study Abroad Recommendation Submission, Review, and Approval Processes

1. Working groups shall share drafts of study abroad recommendations with the IAC Steering Committee for review and feedback.
2. Based on feedback received, working groups shall revise (if necessary) and formally submit study abroad recommendations by uploading them to the Box folder –*Recommendation Reports*.
3. IACSC co-chairs will submit for initial review the study abroad recommendations to the Associate Chancellor and Vice Provost for International Affairs & Global Strategies and the Vice Provost for Undergraduate Education.
4. Policy recommendations will be reviewed and approved by the appropriate university officials (e.g., Provost, Council of Undergraduate Deans, CAM committee). If further clarifications are needed, the IACSC will address any issues or concerns in writing.
5. Recommendations related to standards (i.e., mandatory courses of action or rules) shall be reviewed and approved by the Associate Chancellor and Vice Provost for International Affairs & Global Strategies and the Vice Provost for Undergraduate Education.
6. Recommendations related to procedures (i.e., step-by-step instructions) or guidelines (e.g., best practices) shall be reviewed and approved by the IAC Steering Committee.
7. The IAC Steering Committee will discuss and identify the best strategies for disseminating the approved recommendations to the campus community.

Concluding Note

Given that the IAC is a new governance structure for education abroad at Illinois, the Associate Chancellor and Vice Provost for International Affairs & Global Strategies will periodically evaluate the effectiveness of the Council and its Steering Committee, consulting with members, Vice Provost for Undergraduate Education, and the Council of Undergraduate Deans. These consultations may lead the Associate Chancellor and Vice Provost for International Affairs & Global Strategies to revise the purpose of the Illinois Abroad Council and Steering Committee, and/or to revise its structure. The primary consideration in the evaluation is whether the IAC makes meaningful contributions to efforts to increase the number and diversity of students who access and experience study abroad at Illinois, while maintaining operational excellence.

IACSC Membership

Kristi Kuntz, Executive Associate Provost for Academic Programs & Policies, *Co-Chair*

Luis Canales, Associate Provost for Illinois International, *Co-Chair*

Dustin Tarter, College of Applied Health Sciences

Guillermo Andino, Department of Chemistry

Jana Gadbury, Grainger College in Engineering (Interim Appointment)

Katie Clark, College of Media

Andrew Collum International Safety and Security, IIP

Alicia Freter, College of ACES

Elly Hanauer, College of Liberal Arts

Meghan Hazen, Office of the Registrar

Nicole Lamers, Gies College of Business

Melissa Newell, The iSchool

Joy Phaphouvaninh, Illinois Abroad and Global Exchange, IIP

Michael Raycraft, Department of Recreation, Sport, and Tourism

Shelly Romack, Risk Management

Nicole Turner, College of Fine & Applied Arts

Allison Witt, College of Education

Ex Officio Membership

Ranya Hasan, Student Assistance Center, Office of the Dean of Students
Anne Marshall, Office of the Vice Provost for Budget and Resource Planning
Gio Guerra, Office of the Vice Chancellor for Diversity, Equity, and Inclusion

Administrative Support

Ms. Debbie Lowe Morgan, Assistant to the Associate Chancellor and Vice Provost for International Affairs & Global Strategies.



Appendix A

Working Group Recommendation Report Template

Illinois Abroad Council

Executive Summary

Briefly summarize the purpose for writing this report. Make sure to state clearly here the reasons for writing this report, and what is contained within the report.

Statement of Need

- What is the challenge/opportunity that needs to be addressed?
- Why?
- What is the background of this issue?
- Who are the major stakeholders?
- What has been tried in the past (if anything)?
- Why didn't it work?

Description of Options

Please describe a set number of possible ideas (typically 3) for addressing the issue cited at the beginning of your report. Please include for each idea, in 1-2 paragraphs, the following information:

- A cohesive, comprehensive overview of this option/idea.
- Information about how this option answers the need cited at the beginning of your report.
- Specific details about how this idea could be implemented.
- Justifications as to why this option will work.

Evaluation Criteria & Evaluations of Each Option

Please outline the criteria for evaluating the options. The criteria should be based on the information outlined in the Statement of Need. The Working Group should evaluate each option based on its ability to meet the criteria.

Final Recommendation

Please recommend the one the Working Group thinks is best and provide a discussion of the reasons why the Working Group recommends it.

Conclusion

Re-emphasize the final recommendation and offer suggestions about how the decision-maker could move toward implementation.

Works Cited

Recommendation reports sometimes require in-depth research that can range from conducting interviews and surveys to reading peer-reviewed journal articles or other related documents. The Working Group should cite this information so that future readers can find the articles and resources used.

