



Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

ACADEMIC SENATE AGENDA

Wednesday, September 4, 2019 at
4:00 P.M. Room 132 DeBartolo
Hall

1. **[4:00 PM] Call to Order/Certification of Quorum**
2. **[4:01 PM] Approval of Agenda – agenda approved**
3. **[4:02 PM] Approval of Minutes from May 1, 2019 meeting - minutes were accepted**
4. **[4:03 PM] Nominations for Senate Chair for 2020**
 - Nominees:
 - Chet Cooper
 - Accept nominations until next Saturday – send to Ken
5. **[4:08 PM] Nomination for Charter and Bylaws Committee**
 - a. **1 position, 2018 – 2020**
 - b. **3 positions, 2019 – 2021**

Kathy Garlick and Bob Kramer volunteered for two of the positions.
Ken will keep open to next Saturday

More elections will be forthcoming: PT faculty, At-Large in CLASS, Elections and Balloting, Ohio Faculty Council, and Gen Ed Committee
6. **[4:12 PM] Senate Executive Committee Report – Chet Cooper, Senate Chair**
 - a. Power point (<http://academicssenate.yosu.edu/?p=1035> , then select 'Senate Orientation 082118')
 - Secretary position vacant: Need someone to volunteer to fill this position, they do not have to member of academic senate.
 - Max Grubb, Parliamentarian – approved
 - Your job as senator is to communicate what happens at the senate meetings to your department faculty.
 - If you would like to bring up something that needs to be discussed and you are afraid, talk to Chair, Vice Chair, or other faculty member senators.
 - New senate web page – Marketing working on new page
 - Committee assignments done – Chet will distribute to all and will have posted on webpage
 - Non-senators can be on academic senate committees
 - Committees must meet at least once a semester, and submit a report, need to elect committee chair.
 - Looking at restructuring the senate to bring up to function for today.
 - Developing a procedure and policy handbook.
 - Strategic Planning – another resolution that was passed this morning at the BoT meeting. – Need to get involved.
 - FYE and Gen Ed
7. **Ohio Faculty Council Report – No Report – 2nd Friday of every month – Need an elected representative.**
8. **Charter and Bylaws Committee – No Report**
9. **[4:16 PM] Report of the Elections/Balloting Committee – Ken Learman, Chair**
10. **[4:25 PM] Reports from Other Senate Committees**

- a. Academic Events Committee – No Report
- b. Academic Programs Committee – Mary Beth Earnhardt, Chair – No Report
- c. Academic Research Committee – No Report
- d. Academic Standards Committee – Gary Walker, Chair – No Report
- e. General Education Committee – Joe Palardy, Chair (See attachment)

Community College grads have applied degree which have less general education requirements. These students want to transfer into a bachelor degree but have too much extra to take. Power point needs added to minutes.

Completion Program – draft proposal

- Pilot program with BSN to RN, and Respiratory Care.
 - Has discussed with records, and other departments across campus
 - *Questions:*
 - *Susan Clutter:* How do we justify if we approve for other students? What happens when student changes their mind? *Joe Palardy:* The student can choose how to equate.
 - *Kriss Schuler:* Relative to current students? Why are we doing this, why make exceptions for transfer students? Providing an option for out of state transfer students. The Completion Program should list specific courses as well. Think of individualized course transfer. Would a non-transfer student follow this completion program? *Joe Palardy:* Yes, but this is for transfer students' with different type of general education programs.
 - *Amy Crawford:* Students who have completed applied associate degrees? *Joe Palardy:* Not any student but for students' transferring into completions programs, such as for licensure. Mostly for the BSN to RN, these are going to be for typically 7 weeks courses not 15 week programs. Hence, online programs. The additional courses that the students take will be 7 weeks. *Amy Crawford:* Then all of the general education courses will have to be 7 weeks? *Joe Palardy:* Yes
 - *Sal Sanders:* YSU already has AAS degrees, will this be applied to these students as well? *Joe Palardy:* Yes.
 - *??:* Have we talked to the State with this? *Jenn Pintar:* Yes, received Ohio Higher Ed approval.
 - Joe Palardy mentioned that the Completion Program draft has not made it through the generation education committee.
 - Amy Crawford motioned to table the proposal. Susan Clutter has seconded.
 - Vote: Motion to table the proposed Completion Program passes.
 - Susan Clutter – recommendation – talk with advisors. Joe advised that they had met with some advisors.
- f. Provost Brien Smith: Addressed the academic senate expressing his appreciation for the senate body and believes that the senate is the backbone for academic affairs. He is pleased that the body is looking into restructuring to meet the needs. Be proud of your position as a senator. His vision: Us working together in unison to make position change. Senators have a high responsibility. Strategic plan has not stopped and is still moving forward. It is taking time to organize, but it is moving forward.
 - g. Honors Committee – No Report
 - h. Library Committee – Jacob Labendz, Chair – No Report
 - i. Professional Conduct Committee– No Report
 - j. Academic Grievance Committee– Jenn Pintar, Chair – No Report
 - k. Undergraduate Curriculum Committee – Tom Wakefield, Chair – No Report
 - l. Program Review – No Report
 - m. Technologies Committee – No Report

11. Unfinished Business – No Reports

12. [4:35 PM] New Business

- a. [4:35 PM] Study Abroad Behavioral Covenant – Nate Meyer
 - Update on change made to study abroad: updated in 2017. Change – when faculty applies to take students abroad, the proposal will be reviewed and be approved, rejected, or accepted with conditions. Nate will forward document to Chet.
 - Emergency student assistance abroad – provided structured response should an emergency occur

while traveling with students abroad. Faculty will be required to be familiar with this document. Nate will email to Chet.

- New Programs: Nursing to Dominican Republic; Criminology to United Kingdom; Geography to Bahamas
- Why and how to prepare proposal: It is a rewarding experience for the faculty as well. Research – need to have a good academic theme; go to the country and do a site visit; take advantage of those faculty who have already done this; find a partner (university partners) and international studies can assist with this; there are companies that international studies can advise you on; talk with the Dean to see if they can contribute.

b. [4:45 PM] New Classroom Security Procedure – John Hyden

- Incident last year was a good wake up call.
- Most of the classroom could be locked but often were not locked.
- Updated to provide a secure space. Looked at multiple options and some hi-tech options. Changed locks so that when the door is closed it is locked.
- On an university, your threat is going to be inside the building by the time you are aware, so exterior doors may not be the top priority.
- *Questions/ comments:*
 - *AJ Summel:* Policy is well intended but the unintended consequences most doors are propped open so that we do not have to keep opening for students to come in. With the doors propped open is less secure. Is this more secure now or before? The option that they choose is fool proof – it removes any thought process, just close the door.
 - *Trustee Michael Peterson:* This option is fool proof and allows you, the faculty, to take action immediately.
 - *Mike Ekoniak:* Attended Virginia Tech as grad student, was in classrooms that had students who were being shot at. Some suggestions from his experience; exterior doors with a handle on one door instead a handle on each door, messages in every classroom that post the various emergencies on campus.
 - *John Hyden:* We are looking at piggybacking onto the IT Penguin alert.
 - *Snow Balaz:* In Ward Beecher, rooms 2000 and 2006 doors, as well as exterior doors that do not close because the doors are broken. How are we handling these areas?
 - *John Hyden:* They considered starting the process of securing building with the exterior doors, however, by the time that we would be notified the shooter would already be inside the building. Therefore started with interior doors first. The faculty are the eyes and ears – make suggestions and give them alerts.
 - *Jon Ferris:* What about areas where there are windows alongside the door, which can be broken?
 - *John Hyden:* There are things that are going to happen that they will not be able to prevent. If you are in those situations you need to be prepared to deal with the various situations. Get suggestions from the police.
 - *Kriss Schuler:* We need training. We do not know what to do.
 - *Police Chief Shawn Varso:* He did send out an email with the descriptions. The police department also offer ALICE training. They have developed their out training and produced a video. They will be offering the training seminars. Lock down, shut down your phone, lights off. Encourage faculty and staff to attend the training sessions.
 - *Noor Khalayleh (student):* Students are locked out of the classrooms prior to the 8:00 am classes, can police unlock the doors early?
 - *Police Chief Shawn Varso:* Police are limited with staff, they do open buildings but do not have the staff to open all the classrooms – besides there is no guarantee that someone will not close the door. Chairs should have the keys to open the doors.
 - *Justin Shaunessy (student):* Thank you for what you are doing. What is policy when there is a security issue to let students into the classroom?
 - *Police Chief Shawn Varso:* There is no policy, if the student is perceived as a threat, the faculty are not going to open the door.
 - *Jolien Helsel:* She viewed campus safety.org, which suggests to lock the door from the inside, unless

finances prevented this then having the doors would be locked at all times. Is it safer to have doors open and propped with furniture or leave the door locked and closed?

- *John Hyden*: Could buy door stops. Fire code does not allow that? Correct, but they have been working with the fire department.
- *Trustee Michael Peterson*: This safety is about you, you will be the ones that see it and report it, keep the doors secured,

13. [5:00 PM] Adjournment Meeting adjourned: 5:29 pm

**NEXT SENATE MEETING:
Wednesday, October 9, 2019 at 4:00 P.M.
Room 132, DeBartolo Hall**

General Education Completion Program

Background

- A worst case scenario for an online completion student
 - Apply
 - Send transcripts
 - Get transfer equates
 - Get Prior Learning Assessment (PLA) equates
 - A month or more after applying, figure out what general education courses you needed
 - Find out that YSU doesn't have any seats available in the domains you need
 - Get sent to a community college or a different school for that general education course

Issues

1. Long processing times
2. Lack of course availability
3. Uncertainty
4. Difficult advising

Possible Remedy

- Define a General Education Completion Program
 - Flexible subset of our current general education program
 - Approximately 18 hours
 - Don't consider previous coursework
 - Initially only for students in completion programs
 - Pilot with AP Nursing and Respiratory Care
- Benefits
 - Sets a maximum amount of general education course work a student will need – reduce uncertainty
 - Allows completion programs to specify some of the remaining general education coursework to help ensure that courses will be available – increase course availability and help advising

In Practice

- Apply elective credit for the student
- Block off general education credit such that their completion program will fulfill their full general education program

Youngstown State University
International Emergency Response Plan



PENGUIN CLUB
THE YEAR BEHIND THE YEARS

International Programs Office

Last Revision: August 2019



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Introduction:

This plan is an extension of the Campus Emergency Management Plan (CEMP) to provide information and policies specific to students and personnel participating in international experiences through campus programs to aid in crisis situations.

Purpose:

This plan covers procedures for all university sanctioned international study abroad, athletic, and work experiences, including experiences arranged both through independent study abroad program providers and faculty led programs. Emergency situations will be defined and classified, details on how to assemble administrative teams will be provided, and procedures and contact information will be included.

International Travel Oversight Committee

This Committee advises the Emergency Response Team (ERT), provides specific expertise and decides policies in regards to international travel and programs. The International Oversight Committee meets twice per year.

Members included:

- *Provost*
- *Senior Advisory Group: Associate Provost for Int'l & Global Initiatives (Chair), Assistant Director of Study Abroad, VP of Student Experience, AVP of University Relations, Risk Management Officer, YSU Police Chief, Representative of General Counsel, Faculty Senate President, SGA President, Public Health Faculty Member*

Emergency Response Team

The Emergency Response Team (ERT) serves as the main contact for all personnel covered by this plan. The following university officials comprise the Youngstown Campus ERT for international emergency response:

- *Associate Provost for International and Global Initiatives (Chair)*
 - *Primary responsibility for triage and emergency response*
- *Associate Vice President, University Relations*
 - *Primary responsibility for media communication and communications with parents*
- *Vice President, Student Experience*

- *Primary responsibility for Recovery Stage including re-entry to campus, counseling, mental health*
- *Assistant Director International Programs Office/Study Abroad Advisor (Co-Chair)*
 - *Primary co-responsibility for triage and emergency response*

ERT Planning Activities

The ERT, in conjunction with the YSU Police Department, coordinates the emergency planning activities for overseas travel. Planning activities include:

- Meet at least once per year to discuss issues and facilitate planning, including mock drills.
- Make recommendations to the Chief of YSU Police for changes to the CEMP, International Emergency Response Plan, or University policy.
- Develop and maintain effective relationships with safety, health and emergency management partners external to the Campus.
- Promote public awareness among students, faculty and staff.

Steps Taken Before an Emergency Situation

Approval Process

All programs will be vetted through an appropriate security process to assess risk prior to approval for planning and departure.

All faculty and students participating in study abroad experiences will complete a medical self-disclosure form prior to departure. Proper insurance must be documented for anyone participating in a university sanctioned Abroad or Away experience.

Cell Phone Requirement

All University faculty participating in a study abroad experience are required to make use of a designated cell phone with international capability and provide contact information prior to departure.

Pre-Departure Preparation

Travelers must provide documentation of insurance and contact information in writing pre-departure. Failure to comply could result in ineligibility to travel.

All travelers must attend a pre-departure orientation where recommendations will be given on safety concerns and procedures specific to the travel destination.

All travelers must enroll in the US State Department's Smart Traveler Enrollment Program (STEP).

Defining an Emergency

An “emergency” or “crisis” is an incident that poses genuine and sometimes immediate risk to, or has already disturbed, the safety and well-being of study abroad participants. This includes events such as violent overthrow of a government or other civil disturbances; terrorist threats and attacks; natural and human-made disasters; incarcerations; serious physical or mental illness; accidents; physical assaults; and disappearances of kidnapping.

“Perceived emergencies” are events that pose no significant risks to the safety and well-being of participants, but which are seen as threatening by either students themselves, colleagues at the home university or family members back in the U.S.

Further Definitions of Emergency Scenarios

Minor Emergencies:

Minor emergencies are classified as any routine or common emergency that might happen which include:

- Pick-pocketing or petty theft (purse/wallet)
- Lost Passport
- Minor illness or injury (e.g. cold, flu, sprain, broken arm, toothache, etc.)
- Family emergency back home
- Consequences of alcohol use
- Power failure

Major Emergencies:

Major emergencies (more severe in scope) include:

- Natural disaster (hurricane, earthquake, fire, flood, etc.)
- Major sickness or injury (car accident, epidemics, death, etc.)
- Assault or rape
- Missing person (student)
- Student Arrest
- Hostage situation
- Socio-political (riot, military coup, terrorist attack)
- Behavior of the Faculty/Staff/Volunteer leaders or students that causes or threatens harm to themselves or others
- Death of a student

Emergency Procedures

Activating the Emergency Response Procedure

Merely qualifying an event as an “emergency” does not provide sufficient cause to activate the emergency response plan. Other factors are considered before a decision of whether or not to activate the response plan is made.

The Associate Provost for International & Global Initiatives or designee decides whether to activate the emergency response plan. The Associate Provost will take into consideration whether a minor, perceived or major emergency has occurred. Once initiated, the Associate Provost or designee briefs the University President and Provost on the activation and the circumstances giving rise to it.

How to Declare an Emergency

As defined by the CEMP:

An Emergency is any event or condition that presents an imminent risk of death, serious injury or illness to the University Community, suspension or significant disruption of university operations, significant physical or environmental damage, or significant threat to the University’s financial wellbeing.

Steps to take once an Emergency has been Declared

These steps will be taken during all emergency situations:

1. *Assess situation* - Assess the severity of the situation. Questions to consider include: Is this a minor or major emergency? Who is involved? Do emergency medical or security services need called?
2. *Secure student(s)*: Remove students from the emergency situation as much as possible. Ensure students are accounted for and in a safe environment. Administer first aid as necessary. Contact local emergency services if necessary. In event of a major emergency the Faculty Leader has authority to cancel the program and prepare students for evacuation after notifying the YSU Police.
3. *In cases of sexual assault*: Faculty leaders should take into consideration the sexual assault laws of the host country, which in some cases may penalize the victim, before reporting a sexual assault to the local police. Faculty leaders will be given information on this matter during the pre-departure orientation. The American embassy in the host country and International SOS must be consulted prior to filing a local police report.
4. *In cases of a student death*: Faculty leaders should notify the YSU Police immediately, in accordance with the procedures established in this document. The Faculty leader must also notify the nearest US embassy or consulate. The Emergency Response Team will be in touch with the Faculty Leader to implement a response involving the necessary parties. In case of a

student's death, the Faculty Leader's primary immediate responsibility is to the students who are remaining. All communication with the family and other parties will be handled by the Emergency Response Team at YSU.

a. *In case of a student death, there are three separate notifications that need to occur:*

- i. **Consular Notification:** Diplomatic protocol requires that when a foreigner dies abroad, a representative of the US government notifies the next-of-kin. The Emergency Response Team and Faculty Leader should work with the consular office to provide contact information for the family. Consular staff should be informed that YSU has purchased insurance that will cover repatriation of remains so that the family does not need to bear that cost. The Emergency Response Team / Faculty Leader should also explain to the Consular staff that the university will follow up with the family as well. YSU's designated first-responder in the case of a student death is the Vice President of Student Experience. The VP of Student Experience will contact the parents, express condolences and explain support services. YSU's designated first responder will undergo training to prepare him/her for this notification.
- ii. **Notifying the participants on the Overseas Program and student peers at YSU:** After the YSU police and embassy/consulate is notified and next of kin are contacted, the ERT will contact the study abroad insurer and ask for grief counseling assistance. Following the recommendations of the local counselor, the faculty leader should notify the participants as a group in one coordinated meeting. Faculty leaders should stick to the known facts and not engage in rumor or speculation. Faculty leaders should be as forthcoming as possible about what is known or not known regarding the cause of death. Students will need to know if they are in danger or at risk. The faculty leader should explain when and how the parents were notified and what the institution is doing to support them. Faculty leaders are discouraged from conducting an investigation into the event. The purpose of the meeting is notification and grief assistance. Participants should be prohibited from communicating about the event, posting on social media and giving any media interviews until the deceased's family has been properly notified. Faculty leaders should remind students that the family is entitled to the most compassionate form of notification and that the embassy/consular staff are best trained to make this notification.
- iii. **Notifying the Campus Community:** Once the family has been properly notified, YSU's ERT should work with YSU's media officer to coordinate a public notification to the campus and

local media. The deceased's family should be informed in advance and given an opportunity to know what exactly will be communicated to the campus. Students should be reminded of counseling services available at YSU. Family members should be invited to any campus wide vigils or memorial services planned for the student.

5. *Communication:* Contact the YSU Police and the IPO to report the emergency. If direct communication is not possible communication may be attempted through the U.S Embassy. Information to share with the Emergency Response Team (ERT) includes: Name of caller, Program location, Description of the incident, Status and names of victims, Status of the remaining members of the program, location (street, city, country), location of incident, contact information (including phone number), whether or not local emergency services have been contacted, whether information has been released to the media, possible immediate consequences of the emergency, status of the programs continuation, and student/staff travel status.

Operating Principles

In managing emergencies, the following operating principles will guide the ERT in its decision-making:

1. All responses to a crisis will be governed by the highest concern for the safety and well being of students, faculty and staff participating in YSU-sponsored study abroad programs.
2. According to the procedures outlined herein, information about an emergency will be shared according to FERPA / HIPPA requirements and with caution and restraint in deciding when and with whom to communicate.
3. All YSU representatives will respond to emergencies according to the procedures outlined herein, unless circumstances or agencies outside the University's control intervene.
4. YSU's obligation to program participants will continue until the conclusion of the program or the participant's voluntary departure or removal from the program.

Communications Procedures; Who to Contact

Emergency Contacts

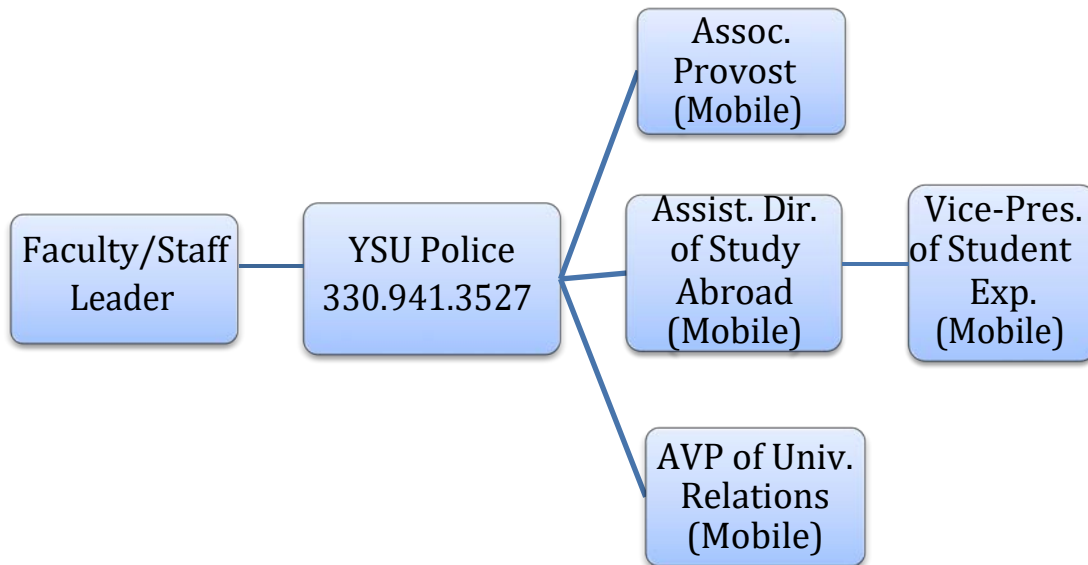
In an emergency, the first step is to get immediate help. All faculty are required to carry on them contact information for on-site support staff (individuals from a partner university, guides or program providers, personnel at the group's residence abroad).

- Local, On-site Personnel
- International SOS (ISOS): +1 215-942-8226
- International Programs Office (IPO): 330-941-2336

☐ YSU Police Chief: 330.941.3527

Once help has been obtained and immediate care provided, Faculty/Staff leaders are required to call the YSU Police first. The YSU Police will then make the appropriate contacts as per the phone tree below. Faculty/Staff leaders will receive a follow up contact and instruction from the International Programs Office staff as soon as possible.

International Emergency Phone Tree



Emergency Steps for Program Leaders

	Step One	Step Two	Step Three
If a participant has fallen seriously ill or is injured	Secure local medical assistance and notify local police (if appropriate).	Immediately contact YSU Police via telephone	Communicate health information from local healthcare providers to IPO
If a participant has been assaulted	Secure medical treatment & counseling assistance as needed. Contact the nearest U.S. embassy/consulate. Report the assault to the local police. In cases of sexual assault, first taking into consideration the treatment of sexual assault victims in the host country. In cases of sexual assault, leaders must first contact the local US Embassy/consulate and Int'l SOS.	Immediately contact YSU Police via telephone	Communicate with nearest U.S. embassy/consulate.
If a participant is missing	Immediate: Meet with all participants to gather information; enlist help of appropriate hotel/restaurant/bar staff. If student cannot be immediately located, contact YSU Police and local police.		
If a participant has been arrested or is a victim of robbery	Contact local police and nearest U.S. embassy/ consulate.	Immediately contact YSU Police via telephone	
If a participant has been taken hostage	Contact local police and nearest U.S. embassy/ consulate.	Immediately contact YSU Police via telephone	
If a participant loses her passport	Contact local police and nearest U.S. embassy/ consulate (if appropriate).	Immediately contact YSU Police via telephone	Assist w/passport replacement process; bring photocopy of passport to consular office.

Contacting Local Police and the Nearest Embassy/Consulate

Given the high potential for miscommunication, we recommend utilizing on-site support persons to initiate contact with local police unless circumstances make this impossible or impractical. Along with local contacts' information, leaders should also have embassy and consulate addresses and phone numbers with them at all times. The IPO also registers all participants in its programs with the U.S. State Department's STEP program and recommends that all international travelers use this registry.

Once all steps have been taken to secure assistance on-site, contacting the YSU Police is essential. The YSU Police will follow the phone tree and as soon as possible, International Programs Office staff will be in touch. The IPO staff will help guide leaders through necessary follow-up procedures, manage communications state-side, and work closely with the University's Emergency Response Team. The International Programs Office reserves the right to mandate emergency response procedures.

Perceived Emergencies: Steps for Program Leaders

	Step One	Step Two	Step Three
Early State: Concerns Only a Few Individuals	Meet with student; determine source of perception; defuse concern, if possible	If perception comes from family member at home, notify IPO for potential communication with source.	If participant unsatisfied with leader's response, contact IPO for further assistance.
Next Stage: Concerns Spread to Group	Meet with group to address concern openly with the whole group.	If group members share perceptions/concerns via social media or with home contacts, notify YSU police. IPO personnel will be in contact as soon as possible for communication plan.	Continue gauging group's level of concern; report any persistent concerns to IPO.

Next Stage: Persistent Concern	Notify IPO to continue to implement communication plan	Meet with group to address concern openly with whole group. IPO personnel will remain in contact with next steps.	Notify IPO of any communications received from group members' families or friends regarding perceived emergency.
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Media Communications

All media communications should go through the Emergence Response Team (ERT). In the event of an emergency, do not speak with media unless instructed to do so by the Public Communications Officer (Ron Cole).

Other Considerations

Evacuation Plan

The need for evacuation will be continually monitored, determined as new information arises regarding political and natural climate changes. Faculty/Staff/Volunteer leaders must comply with a mandatory evacuation order. Need for evacuation will be determined by members of the ERT. A need for immediate evacuation may be determined by individuals abroad as determined by severity of the emergency. Contact the nearest U.S. embassy or consulate for assistance.

Emergency Funds

In the event emergency funds are required, IPO maintains signature authority on the disbursement of the International Contingency Fund. In the event that required funds exceed the amount contained in the Contingency Fund, the VP of Finance will be seated as a member of the Emergency Response Team.

Resuming an Interrupted Program

Programs that end prior to completion due to the occurrence of an emergency will be reviewed on a case by case basis by the ERT to determine the safety of resuming the program.

Appendix: Emergency Contact Card

In the event of an emergency, please take the following steps:

1. ***Secure participant safety.*** Remove participants from the emergency situation as much as possible. Ensure students are accounted for and in a safe environment. Administer first aid as necessary. Contact local emergency and medical services if necessary and appropriate.

2. ***Call the YSU police at 330-941-3527. Tell the police the following:***
 - Name of caller
 - Telephone number of caller
 - Location of caller (street, city, country)
 - Description and location of the incident
 - Status and name(s) of victim(s)
 - Status of the remaining members of the program
 - Whether local emergency services have been contacted
 - Whether information has been released to the media
 - What assistance the caller would like to receive

3. ***Inform the nearest U.S. embassy/ consulate of the incident.***

Faculty-led Study Abroad Procedure at YSU



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Study abroad courses and experiences serve the mission of YSU through fostering understanding of diversity, culture and global perspectives. Study abroad entails a deep level of cultural immersion not possible in traditional courses, and is designed to teach students the knowledge and skills of a discipline from a global perspective. Student experiences during study abroad are designed to impact their professional practices upon return to their home communities. To serve the core purposes of the University, faculty-led study abroad courses should.....	5
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Document History

In the Spring of 2017, an Ad Hoc Sub-Committee of the Academic Senate met to draft faculty-led study abroad procedure for YSU. Ann Gardner, Assistant Director, International Programs Office, chaired the ad hoc sub-committee. Dr. Max Grubb, Dr. Carl Johnston, Dr. Matt O'Mansky, Dr. Pamela Schuster, Dr. Ron Shaklee and Dr. Carla Simonini were the members of the committee. The Academic Senate voted to approve the proposed procedure on May 3, 2017. The procedure was updated in August 2017 and 2018 to reflect current best practices in the field. The procedure was again updated in July 2019.

Youngstown State University Mission Statement

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University:

- Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
- Provides access to a broad range of undergraduate programs;
- Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
- Supports economic development through applied learning and research;
- Integrates teaching and learning, scholarship, and civic engagement;
- Fosters understanding of diversity, sustainability, and global perspectives; and
- Advances the intellectual and cultural life of the city, region, and world.

Introduction

Study abroad courses and experiences serve the mission of YSU through fostering understanding of diversity, culture and global perspectives. Study abroad entails a deep level of cultural immersion not possible in traditional courses, and is designed to teach students the knowledge and skills of a discipline from a global perspective. Student experiences during study abroad are designed to impact their professional practices upon return to their home communities. To serve the core purposes of the University, faculty-led study abroad courses should:

- fit within departmental or school and college goals;
- incorporate the academic rigor expected in any Youngstown State University course;
- be developed in the context of existing study abroad programs;
- take place in locations that complement course content and enhance learning;
- incorporate activities that further understanding of subject matter as well as local culture; and
- provide opportunities for students to interact with and learn from local people.

Expected Learning Outcomes for Faculty-led Study Abroad Programs

In addition to any learning outcomes related to the specific subject matter of the course, the following are expected learning outcomes for faculty-led study abroad programs:

1. Students demonstrate knowledge of artistic, social, economic, political, historical life, physical environment or health of communities outside of the United States.
2. Students function effectively within host countries and prepare to become globally engaged citizens through collaboration with and/or service to people in diverse societies.
3. Students develop an appreciation of differences through an awareness of one's own values and culture.

Proposing a Faculty-Led Program

A faculty-led program contains three components:

1. For-Credit: This will be part of a course that participants will be enrolled in during their time abroad;
2. Costs: Costs related to participation will be billed to the student accounts;
3. Leaders: A YSU faculty or staff member will accompany the students abroad. Upon review of the Study Abroad Proposal (considering the location, itinerary, leader experience and risk profile of destination), the IPO may require a second faculty/staff/ approved YSU volunteer chaperone to accompany the trip.

Each study abroad experience containing these three components is considered a separate program.

Students from other universities who wish to enroll in the program may do so after applying as transient students at YSU.

Volunteers and/or chaperones who participate for the benefit of the program may attend the program without taking the field course. Volunteers/chaperones are required to pay all program fees and are subject to all university policies. They must complete all required forms for YSU volunteers and comply with all university policies and procedures governing volunteers.

Proposing a faculty-led program involves several stages:

Research

Faculty members are encouraged to reach out to the following individuals as they research proposed programs:

- Ann Gardner, Assistant Director, International Programs Office (X4713, amgardner01@ysu.edu).
- Dr. Nathan Myers, Associate Provost, International & Global Initiatives (X2336, nrmyers@ysu.edu).

- Faculty mentors from each college with experience in leading faculty-led study abroad programs. The International Programs Office will maintain a list of faculty mentors by college.

Site visits

Faculty or staff should be familiar with the foreign country they wish to visit with students on a faculty-led study abroad program. Faculty members are encouraged to visit the country prior to preparing a proposal to work on logistics and course content and to familiarize themselves with the culture, customs, security and environment of the country.

Timing and Planning of Faculty-led Programs

Generally speaking, travel for faculty-led study abroad programs should occur in the framework of the academic term in which the course is taught. Situations may arise in which it is necessary to travel after the official end-date of the academic term.

For a faculty-led program to be registered as an academic offering in the spring semester, the faculty member must meet regularly with the class during the spring semester and depart prior to the first day of the summer term.

For a faculty-led program to be registered as an academic offering in the summer term, the travel portion of the course must depart during the summer term and return before the first day of the fall semester.

For a faculty-led program to be registered as an academic offering in the fall semester, the faculty member must meet regularly with the class during the fall semester and return prior to the first day of the spring semester.

If a faculty member wishes to register a class outside of these rules, they may request an exception through the International Programs Office. The International Programs Office will evaluate the request in consultation with the University Registrar and Provost.

Any new faculty-led study abroad course must first be approved by Academic Senate.

Faculty should avoid scheduling programs that depart when classes are in session. If they do schedule programs that necessitate students being away during the semester, students must be informed of their obligation to make up missed work and finals for other courses in which they are enrolled. The faculty leader should include this information in the course syllabus and orally advise the students the first week of class. Faculty members are prohibited from

scheduling programs during finals week as it is disruptive to the students and their faculty colleagues. Appeal may be made to the Provost to grant permission in exceptional cases.

Leaders can be faculty or staff. A graduate assistant could act as a secondary leader.

All faculty-led programs must be registered in Concur. The faculty leader must complete a travel request and obtain approval prior to departure.

Proposal Process

The International Programs Office will hold annual workshops to guide faculty on the development of faculty-led study abroad programs and the proposal process.

An approval rubric will be provided to faculty and deans to guide them in the proposal process and alert them to the criteria for a successful proposal.

The International Programs Office will provide a proposal application form, a budget template and an itinerary template for faculty leaders to complete. The application form will ask faculty leaders to list the expected learning outcomes.

Program Approval Process

Faculty led study experiences are serious academic endeavors. Faculty leaders with successful proposals commonly submit syllabi that contain the following elements:

- An itinerary / activity schedule that is reflective of the academic content of the course;
- An assessment system that connects the overseas activities to final grades and ensures there are academic consequences for non-participation or tardiness during required activities;
- Physical activity requirements (including the amount of walking, hiking, swimming, canoeing, etc.) should be listed in the syllabus;
- Academic elements such as course readings and assignments that connect theory and practice.

The completed proposal consisting of the application form, budget and itinerary will first be reviewed by the faculty member's chair and dean of the college. The chair and dean will indicate their approval for the proposed program by signing the application form.

The signed proposal will then be forwarded to the International Programs Office where it will be reviewed and evaluated against the approval rubric, which will address safety and security concerns, budget, etc. The faculty, chairs and deans have control over curriculum

and academic content. The International Programs Office will not review curriculum and academic content.

If there are concerns, the faculty member will be invited to a meeting to discuss the concerns. If the proposal does not satisfy the criteria set forth in the approval rubric, the faculty member will be asked to revise the proposal and re-submit the revised proposal with the approval of his or her chair and dean.

If the revised proposal still does not satisfy the approval rubric, the proposal will be denied. Appeal may be made to the Provost in the case of denial.

When faculty leaders collaborate with other universities and seek to combine faculty-led programs, any conflict between the policies and procedures of the universities will be evaluated on a case-by-case basis; however, preference will be given to YSU policies or procedures whenever possible.

Timelines for the Application and Program Approval Process

Completed proposals for faculty-led study abroad programs registered in the **Summer or Fall** terms must be submitted to the International Programs Office 60 days prior to the opening of online student registration for those terms. This is usually in mid-February of the same year. Proposals which are submitted after this deadline will not be considered.

Completed proposals for faculty-led study abroad programs registered in the **Spring** term must be submitted to the International Programs Office 60 days prior to the opening of online student registration for the Spring term. This is usually in early September the year prior. Proposals which are submitted after this deadline will not be considered.

Adherence to these guidelines is necessary to ensure adequate time for a thorough review and vetting of the program. Proposals submitted outside of these timelines will be denied. A faculty member who wishes to submit a proposal outside of these timelines may submit an extension request to IPO in writing that is signed by the chair and dean of the college. Extension requests must be submitted in advance of the original submission deadline.

The International Programs Office will either approve a proposal or request additional information on a proposal within two weeks of submission. When a revised proposal is submitted, a final decision will be made within two weeks of submission of the revised proposal.

Faculty-led study abroad programs at YSU are subject to student travel policies adopted by the YSU Board of Trustees, the YSU Campus Emergency Management Plan and the International Emergency Response Plan.

No faculty member may proceed with a faculty-led study abroad program that has not been approved pursuant to the process outlined above.

Accounting Matters: Faculty-led Study Abroad Fund Setup Process

After a program has been approved, the International Programs Office will contact the Restricted Funds Coordinator in the Controller's Office, currently Deanna Parsons (X3384 djparsons@ysu.edu), to request setup of a new Faculty-led Study Abroad Fund.

The Bursar's Office will be notified of the approved program cost for a faculty-led study abroad program and will automatically bill the approved fee to the students' account when they register for the affiliated study abroad course. Faculty leaders should refer students to the Associate Director of Customer Service Special Programs, currently Gina McHenry (X1594, gcmchenry@ysu.edu), in the Office of Financial Aid and Scholarships for all questions regarding financial aid and how the faculty-led program will impact their financial aid.

The Restricted Funds Coordinator will email the faculty member, the Travel Office (currently Jennifer Moats, X3210 jemoats@ysu.edu) and the International Programs Office when the fund has been set up and instruct them to fill out the Banner Common and Banner Financial Forms in order to gain access to the fund as financial manager.

The approved budget will provide the Restricted Funds Coordinator with an approved cost per student and the estimated number of students for the field course trip. All approved departmental transfers will be made based on the approved estimated head count for faculty/students. All trip expenses must use the Study Abroad fund (2707xx) when inputting into the Concur system. No expenses should post to the general or departmental funds. The initial budget- including departmental support-is then advanced, making funds available immediately for use. Faculty should ensure that deposits for non-refundable items like plane tickets have been paid by the students before the faculty member purchases the items.

The Bursar, currently Susan Beiling, (X3142 sebeiling@ysu.edu), should be notified of nonrefundable deposit amounts and payment that must be made by the students before faculty can purchase non-refundable items. The Bursar will issue reports on student payments to the Financial Manager and his or her chair. The Financial Manager is responsible for confirming that all students have made their non-refundable payments prior to non-refundable disbursements by YSU.

Once the program has concluded and all expenditures have been entered into the Concur system, any difference in actual vs. estimated costs will be addressed and the banner fund zeroed out and closed. Any differences between budgeted and actual support per student or faculty head count will be transferred to or from the Study Abroad Fund. For example, if a student drops the course, the support originally transferred for that student will be returned to the department. Also, for example, if the dean supports \$1,000 per student and the budget calls for 15 students, therefore at set-up \$15,000 was transferred. The actual number of students that traveled was 16, an additional \$1,000 will be transferred from the dean's FOAP into the specific Study Abroad fund.

No funds will be returned to the students. Any excess funds will move to a contingency fund held by the International Programs Office for all faculty-led study abroad programs. If a deficit exists, the financial manager must seek resources from their department, dean, or other source to cover the deficit. If the financial manager feels this deficit is the result of an emergency or some other qualifying situation that would be covered by the contingency fund guidelines, they should contact the International Programs Office and copy the Restricted Funds Coordinator to keep them informed. Each faculty-led program is treated as its own and reconciled before incurring any new expenditures for a subsequent program.

Concur

After the Restricted Funds FOAP has been established and funded, a Concur request will need to be created and approved. You will receive an email notification when the request has been approved in Concur. When approval is received, any travel bookings can be completed through Direct Travel (Agent is Tracey Innocent x2391).

If the group is using a local travel agency and payment needs to be made for the group prior to departure, a requisition (Deposit/Pre-Payment Form) in the eCube system will need to be created and approved using the Restricted Funds FOAP. After the requisition is approved, payment will be sent to the vendor (local travel agency) directly from Accounts Payable.

Once the travel has concluded, all actual expenses must be entered into Concur for reconciliation/reimbursement. Expense reimbursement and reconciliation must adhere to YSU Travel Guidelines/Procedures.

Concur training can be arranged as needed for faculty leaders. Please contact Jennifer Moats, Manager of Accounts Payable and Travel Services X 3210 jemoats@ysu.edu.

Purchasing Guidelines

All YSU faculty members are required to follow [YSU Purchasing Policies & Procedures](#).

Safety and Security Abroad

Pre-departure Preparation

Pre-departure preparation procedures are mandatory and must be followed by all faculty and staff leaders, volunteers and student participants.

1. All student participants will register on the YSU study abroad site and complete: a study abroad application that contains emergency contact information, a medical disclosure form screening for medical and mental health concerns, a statement of responsibility/release of liability and a passport enrollment form with a copy of the student's passport and passport details. A medical clearance certification from a participant's doctor may also be required for certain programs and/or if the participant's medical screening form reveals a serious health concern.
2. Any student with a disability who requires accommodation must contact the Center for Student Progress (CSP) Disability Services for assistance in determining reasonable accommodation[s]. The CSP will consult with the faculty/sponsoring program regarding the program requirements and reasonable accommodation determinations.
3. Faculty leaders have final discretion over which students they approve to study abroad, subject to the student's completion of all required forms and in compliance with all university policies and procedures.
4. All students are subject to the YSU Code of Conduct during their overseas program. Students who violate the Code of Conduct may be required, at the discretion of the International Programs Office, in consultation with the Faculty/Staff leader, to terminate

their overseas program early. Students in violation of the Code of Conduct will be referred to the Student Conduct Board for possible disciplinary action.

5. All faculty/staff/volunteer leaders are subject to the YSU Study Away Leader Covenant. Faculty/staff/volunteer leaders who violate the Covenant may, at the discretion of the International Programs Office, be relieved of their leadership duties during the overseas program. Faculty/staff who violate the Covenant will be referred to Human Resources for possible disciplinary action in accordance with Board of Trustees policies and any applicable labor agreement.
6. All students, faculty, staff, students and volunteers participating in faculty-led study abroad programs must obtain international travel medical insurance and provide documentation of such.
7. All YSU faculty, staff, volunteers and students are required to follow the [YSU Campus Emergency Management Plan \(CEMP\)](#) and the International Emergency Response Plan.
8. All faculty, staff, student and volunteers must attend a pre-departure orientation coordinated with the faculty leader and the International Programs Office. Faculty/staff and students who do not attend the pre-departure orientation will not be permitted to travel.
9. All YSU faculty, staff and student participants must enroll in the free US State Department's Smart Traveler Enrollment Program (STEP).
10. The International Programs Office will re-evaluate risk and security concerns for each program prior to departure by reviewing updated US State Department Travel Warnings and Advisories and updated briefings from International SOS, a contracted medical and travel security assistance company working with YSU.

Requirements Abroad

1. All faculty leaders must carry contact details for the nearest US embassy or consulate.
2. All faculty leaders shall have a working international cell phone that can send and receive calls from the USA.

3. All faculty leaders must adhere to the most recent Study Abroad Trip Plan approved by the International Programs Office. Faculty leaders are not permitted to change the Study Abroad Trip Plan without approval from the International Programs Office. If safety or other issues arise during the trip which necessitate a deviation from the approved trip plan, Faculty leaders must contact the YSU Police and the International Programs Office via telephone as soon as possible.

4. In the event of a major incident, faculty leaders should first seek assistance from the nearest American embassy or consulate, local authorities and local medical facilities, as appropriate. Faculty leaders should take into consideration the sexual assault laws of the host country, which in some cases may penalize the victim, before reporting a sexual assault to the local police. Faculty leaders will be given information on this matter during the pre-departure orientation. The American embassy in the host country and International SOS can provide additional guidance. Faculty leaders should contact the YSU police and the International Programs Office via telephone as soon as possible.

Major incidents include, but are not limited to:

- Natural disaster (hurricane, earthquake, fire, flood, etc.)
- Major sickness or injury (car accident, epidemics, death, etc.)
- Assault or rape
- Missing person
- Student Arrest
- Hostage situation
- Socio-political (riot, military coup, terrorist attack)
- Behavior of any participant that causes or threatens harm to themselves or other

Effective Date

This procedure went into effect when the Fall 2017 semester began. This procedure was revised in August 2019 and will remain in effect as written unless modified in writing.

Appendix: Supplemental Pay

Article 4.13: Full-time faculty engaged in teaching regular for-credit YSU courses at international sites shall be subject to all applicable Agreement provisions (syllabus, office hours, returning graded work to students, etc.). Faculty shall be subject to University regulations regarding flexibly scheduled classes (if applicable). Faculty shall be free to accept or reject such teaching assignments without prejudice. Should the international field course trigger an administratively approved overload assignment, the faculty member shall receive overload compensation in accordance with Article 4.8. In addition to overload pay (if applicable), participating faculty members shall receive supplemental pay of up to a maximum of \$1,000 per course. The exact amount shall be determined jointly by the faculty member and the Administration. Factors that may be considered in determining the amount include duration of foreign travel, credit hours of the course, and number of students enrolled.

Category	Criteria	Maximum Dollar Amount
Primary Instructor	Serves as instructor of record and accompanies students throughout duration of study abroad	\$300
Number of days	Out of the country 3-7 days 8-14 days More than 15 days	\$100 \$200 \$300
Number of students	Based on enrollment census point	\$30 per student*

*Total is not to exceed \$1000.00