

GRCC Team Charter 2019

Team Name: Study Away Review Team

Team Sponsor: Director, Department of Experiential Learning

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1.0 Purpose of the Team (*What is this team expected to accomplish?*)

The **Study Away Review Team** is an on-going team within the Department of Experiential Learning which brings together campus stakeholders who have expertise in specific areas (curriculum design, risk management, off-campus travel) to review Study Away proposals ensuring the general safety and well-being of College stakeholders and curricular alignment.

2.0 Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

Team members will assist the Director of Experiential Learning in reviewing all submitting Study Away proposals and determining if the proposals meet review standards/criteria and determine the strongest (5) proposals.

3.0 Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. What will they do? NOTE: Complete an Action Project template if appropriate*)

The work of the Team will be guided by the Director of Experiential Learning and a consistent review of Team and Experiential Learning Department practices around the Study Away proposal.

The Team will meet as needed, generally twice in the Fall and Winter semesters. Meetings are focused on continuous review and improvement of the proposal submission/review process.

The final meeting (end of April) of the year is focused on making final recommendations on approving up to (5) study away proposals.

4.0 Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

The work of the Study Away Review Team is on behalf of faculty and students who are participating in the study away experiences.

5.0 Resources Needed (*both people and budget*)

Resources needed include, but are not limited to, dedicated time of College personnel, as well as appropriate infrastructure (e.g. equipment, technology, and supplies).

Commitment to participate on the team is required from individual faculty, Department Heads, Program Directors as well as Associate Deans and leadership in the areas of Instructional Support.

6.0 Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)

Issues will be discussed among the various team members and brought to administration (Dean of Instructional Support, Deans Council, ProDeans and/or Provost) by the Director of Experiential Learning as necessary, based on the identified barrier or concern.

7.0 Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)

N/A

8.0 Review Progress (*How and when will the work of this team be reviewed?*)

On an ongoing basis; annually the team can review the work it has accomplished to date and assess its own effectiveness.

9.0 Team Leader and Membership Specifications

- (Chair) Director of Experiential Learning
- Dean of Instructional Support
- Financial Services Representative
- Faculty from the School of Arts and Science
- Faculty from the School of Workforce Development
- Faculty from the Counseling and Career Center
- Associate Dean from the School of Arts and Science
- Associate Dean from the School of Workforce Development
- Director of Study Life and Conduct
- Language & Thought Department Head

10. List the major team accomplishments over the past year. (What are your outcomes?)

- Pre-proposal and full proposal processes and criteria were revised
 - Added an additional document to assist faculty in completing/submitted both the pre and full proposals
 - Proposal criteria was brought into alignment to the Standards of Good Practice by the Forum on Education Abroad
 - Added new policies

- Support Person is required
- Family members are not allowed to participate
- All course and travel times are to be scheduled within the official start and end dates of the semester
- Language & Thought Department Head was added to the team

11. List the major team goals for the upcoming year. (What do you plan to accomplish as a team in 2019-2020?)

- Continue to review the pre-proposal and full proposal processes for improvement.

12. Please describe any current challenges the team is facing.

None at this time.