

## Global Seminar Proposal Guidelines

*UC Santa Cruz Global Learning, a unit of Global Engagement, is an integral part of a UC Santa Cruz education. Through academic coursework, internships, and experiential learning, UC Santa Cruz Global Learning aims to provide students the opportunity to graduate with an international experience, promote an internationalized campus that cultivates an understanding of our diverse global community, and encourage students to study, explore, and engage with other cultures – to broaden their perspective and involvement in the world.*

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UC Santa Cruz Global Learning welcomes new Global Seminar Proposals for **SUMMER 2025**

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### **PROPOSAL INFORMATION**

**Deadline to Submit:** Monday, September 25, 2023

**Eligibility:** Senate Faculty and Continuing Lecturers

Senate faculty and continuing lecturers with a sponsoring UCSC department or college can submit a Global Seminar proposal.

After proposal submission, the sponsoring department chair will be requested to complete an assessment form to confirm support of the proposal.

Once a Global Seminar program has been approved and offered at least once, it is possible for a non-continuing lecturer to teach future iterations of that program, contingent on support from the offering department or college.

**Program Term:** Summer 2025

**Why Submit a Proposal:** While UCSC students have a variety of study abroad and away options available to them, UC Santa Cruz Global Seminars provide faculty with a unique opportunity to:

- Offer students an international experience while enrolled in UC Santa Cruz courses, continuing to make progress toward degree completion.
- Enhance your courses and student learning with relevant and engaging international excursions and cultural activities that leverage the location.
- Engage with a small cohort of students (12-30) in a more intimate learning environment outside of a traditional classroom.
- Further existing relationships you may have with institutions and/or faculty abroad.

### **PROPOSAL WORKSHOPS**

We encourage you to attend an upcoming proposal workshop to learn more about the proposal process, review criteria, and timeline for development.

- **Tuesday, June 13:** 11:00 am - 12:30 pm, via Zoom, [Register Here](#)
- **Wednesday, June 21:** 2:30 -4:00 pm, Physical Sciences Building Room 341, [Register Here](#)
- **Monday, July 17:** 1:00 -2:30 pm, via Zoom, [Register Here](#)

## **PROPOSAL REVIEW PROCESS**

Global Seminar proposals are reviewed by both the Faculty Senate Committee on International Education (CIE) and UC Santa Cruz Global Learning. Proposals will be reviewed on the following criteria:

### **Committee on International Education**

1. Target Demographic
  - a. Are the target demographic adequately and student selection criteria adequately described?
2. Academic Quality - Campus Learning Objectives (Review of course syllabus)
  - a. Does the proposal adequately address how the course will fulfill campus learning objectives?
  - b. Does the proposed course diversify and broaden pathways to timely completion of major requirements?
3. Academic Quality - International Education Learning Objectives (International components)
  - a. Is there a clear and compelling justification that the chosen international site will extend and strengthen campus learning objectives?
  - b. Does the proposed syllabus demonstrate that the course will leverage its international location?
  - c. Are the proposed cultural activities (e.g. planned interaction with local population, language training, field trips) enumerated in the itinerary? How do these activities supplement classroom training?
4. Feasibility
  - a. Does the instructor possess sufficient international experience (e.g., study abroad teaching, in-country research and/or local language fluency) to facilitate development of the proposed course?
  - b. Have preliminary efforts been made by the instructor to gain the commitment of logistical and facilities support from a host institution?
  - c. Are facilities and related resources at the host institution adequate for successful course implementation?
  - d. Are there potentially significant safety issues at the host institution and its surroundings? Is the instructor cognizant of the need to develop a risk management plan?

### **UCSC Global Learning**

1. Affordability
  - a. Program can be implemented at a reasonable and non-prohibitive cost.
  - b. Program is structured in such a way that students may access financial aid.
2. Marketing and Enrollment Management
  - a. Faculty will be available beginning spring quarter, following the proposal deadline, until program departure for program development, recruitment, training, and student pre-departure orientation.
  - b. Program can attain and accommodate the minimum enrollment.
  - c. Program will contribute to a balanced and diverse set of study abroad program offerings.

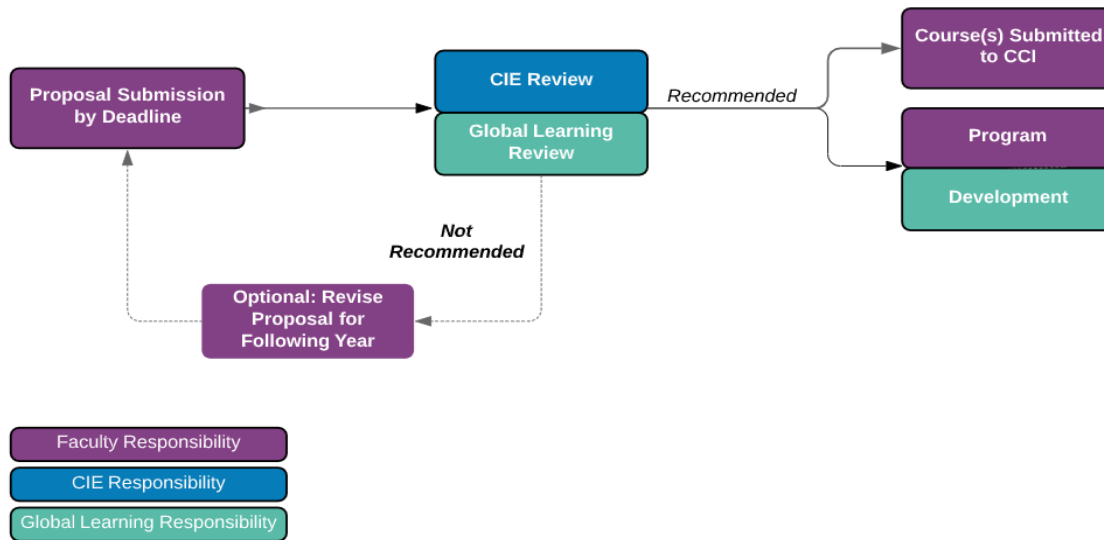
- d. Program will utilize the location and include activities that will be of interest to students.
  - e. If identified in the proposal, the location will provide access to appropriate services and facilities.
  - f. Program will allow for reasonable accommodation for students with disabilities?
3. Sustainability and Capacity
- a. There is intent to lead this program for consecutive years.
  - b. The program can run over multiple years.
  - c. Global Learning capacity for program management.
4. Health & Safety
- a. Location(s) has access to appropriate medical and counseling services in English.
  - b. Location(s) does not have any U.S. Department of State Travel Advisories that would pose an immediate risk to the health and safety of program participants.
  - c. Faculty has adequate knowledge and experience of the location in order to develop and safely lead the program.
  - d. Program support and logistics are available in the location to provide risk management and student support.

Proposals are reviewed on all of the above criteria and evaluated in the context of existing UC Santa Cruz Global Learning and UC Education Abroad Programs (UCEAP) programs and locations to ensure new programs contribute to a diverse set of program offerings. Faculty are encouraged to review the UCSC Global Learning portfolio options at <https://globallearning.ucsc.edu/> and the UCEAP programs at [uceap.universityofcalifornia.edu](https://uceap.universityofcalifornia.edu) before submitting a proposal. The review of proposals may also consider statistical evidence of student interest, program cost, and student feedback.

Proposals will either be “recommended” or “not recommended” for development. Not every proposal will be recommended. Faculty with programs “recommended” for Summer 2025 development will work closely with UCSC Global Learning to further develop and finalize the program budget and logistics for recruitment, starting winter quarter 2024. Faculty with programs “not recommended” by CIE and UCSC Global Learning will not be developed. Interested faculty are encouraged to revise their proposal and resubmit the following year.

Faculty will be notified of the proposal recommendation by **December 15, 2023**.

## PROGRAM REVIEW FLOWCHART



## PROPOSAL CONSIDERATIONS

### **Courses and Course Credit**

Submitted proposals must either include a syllabus for an already existing course(s) or a new course. Proposals may include one or two courses. Faculty should consider the following:

- Global Seminars must offer a minimum of **6 credits of coursework**, approved by the course sponsor and the Committee on Courses of Instruction in a course proposal specific to the program. Such course proposals may include remote offering of a campus-based course, a new course, or a mixture of the two. Course credits should reflect the work and the academic requirements of the course and program. Faculty should give the same level of mentorship to all students in the course and all students should be earning the same number of credits and should be meeting the same academic requirements. Students must enroll in 6 or more units in the summer to be eligible for federal and state aid. Students must enroll in 10 or more units to be eligible for the Summer University Grant.
- If your program is recommended for development by both the Faculty Senate Committee on International Education (CIE) and UC Santa Cruz Global Engagement, you will be instructed to submit either a new course approval or course revision to the Committee on Courses of Instruction (CCI). CCI will conduct an accelerated new course review for the course(s). Consultation with your department will be required to determine if an existing course requires a new course approval or a course revision. Course approval is required for the program to run. Global Seminar courses must be submitted through your department or college for the Summer Session call for courses in the fall prior to the program running.

### **Location**

While Global Learning aims to support diverse program destinations that support learning outcomes and experiential activities, faculty should consider the following in the selection of program location(s):

- Remote locations with limited or no access to medical facilities and third party onsite staff may not be feasible.
- Multiple destinations or programs that move may pose additional health and safety challenges that may require additional development time to resolve. Additionally, they are likely to increase program cost to students.
- Ideal locations are those where a faculty has knowledge and experience that make the faculty well-suited to lead and support students abroad.

### **Student Eligibility Requirements**

Standard eligibility requirements have been determined with the consideration of accessibility, enrollment management, and consistency. Faculty should consider additional program requirements, such as course pre-requisites (not beyond what is already required for course enrollment), in their proposal as well as provide justification for any proposed changes to the standard eligibility requirements to their program.

To be eligible to participate in a UC Santa Cruz Global Seminar, students must:

- Have a 2.0 cumulative GPA or higher.
- Be in good academic and disciplinary standing.
- Be at least 18 years old by the program start date.
- Meet any course prerequisites or other eligibility requirements as indicated by the program.

If the student is an international student studying at UCSC, they must have a valid U.S. visa that expires after the program end date.

If the student is a transfer student without a UCSC cumulative GPA at the time of application, their transfer GPA will be used to determine eligibility. However, the student will be required to meet the UCSC cumulative GPA requirement after their first quarter at UCSC.

### **Enrollment and Program Cancellation**

All UC Santa Cruz Global Seminars require a minimum student enrollment by the application deadline in order to run to ensure financial solvency and should be designed to accommodate 15-30 students. If the program does not meet the minimum enrollment it may be cancelled. Faculty should consider minimum enrollment in the design of program, including location, student interest, eligibility requirements, and target audience.

If the program is cancelled due to low enrollment following the application deadline in March, it **cannot** be offered as an on-campus course that Summer Session. If for some unforeseen reason, the program is cancelled prior to the Summer Session Call for Courses in fall, your department can decide to include your course(s) in their summer course proposal. There is no guarantee that your department will include your course(s) in their proposal or that it will be determined a good fit for on-campus Summer Session.

Programs that may be more successful in meeting minimum enrollment are those that:

- Appeal to a large and diverse population of potential students.
- Offer core courses, GE courses, and/or impacted courses.

- Appeal to majors and/or student cohorts that are typically underserved and underrepresented in study abroad program offerings.
- Occur in countries or regions not currently offered by existing UCSC or UCEAP study abroad programs.
- Include cost-effective housing and activities to keep the overall program cost low.

### **Accessibility for Students with Disabilities**

Global Engagement believes that all students should be assured equal access and opportunity. As such, Global Learning will work closely with the UCSC Disability Resource Center and on-site staff overseas to identify and secure reasonable accommodations, if possible given the program and location, to assist any student with a documented disability have a successful international experience.

We ask that faculty consider the following when developing a Global Seminar proposal:

- Accessible locations and buildings should be considered when selecting program location
- Accommodation should be able to allow a single room option or be able to accommodate a personal attendant.
- Proximity of mental health resources and facilities in English to the program location
- Reading materials should be provided or have the option to be made available via electronic format
- Slide decks be shared

### **Accompanying Faculty Family**

Spouses, domestic partners and minor children are permitted to accompany Faculty leaders on Global Seminars. Faculty that intend to have family join them abroad during the program should consider the following:

- **Faculty Family Members:** UCSC reserves the right to impose limits and/or conditions on the roles, activities and presence of family members who accompany Faculty. Such limits or conditions derive from programmatic concerns: health, safety, risk, academic and other concerns. In some cases, accompanying family members may not be permitted to join the study abroad group for some or all activities. Only spouses, domestic partners and minor children are permitted to accompany Faculty; friends or extended family who are not household members are not permitted to stay in program housing or participate in program activities such as excursions, group meals, etc. Accompanying companions who are not family members but are traveling to provide childcare may be taken under consideration and with permission of Global Learning leadership.
- **Liability:** UCSC assumes no responsibility for accompanying family members. It is the responsibility of all family members (including spouse/partner and dependent children) of the faculty to read the US State Department country information sheets if they participate in any group travel by land, sea or air. The family members are responsible for their own safety, and faculty must be prepared to prioritize the well-being of students on their programs over that of accompanying dependents.
- **Excursions:** Accompanying family members may participate in program excursions and field trips, provided that such the cost of participation is the responsibility of the family member, AND that their participation in the program in no way interferes with the academic nature of the visit. Local program staff such as as an onsite coordinator should also be consulted and agree to having a family member on an excursion. Program excursions are planned to

accommodate all students plus the participating faculty. If there are empty seats on the bus, boat, or other arranged travel, accompanying family members may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying family members.

- **Excursion Expenses:** If participating in-group excursions, accompanying family members must separately pay all per person expenses (i.e., entrances to parks or museums, theatre tickets, etc.). In no case is program money to be used to fund family member participation in special events. If the cost for the family member is included on the group receipt, it must be deducted before the receipt is submitted for reimbursement.
- **Group Meals:** If participating in-group meals, the faculty must reimburse the program for any expenses incurred by accompanying family members if a separate bill cannot be obtained. Program money should not be used to buy meals for accompanying family members. The exception to this policy is entertainment of host institution guests to which a couple is invited for a meal. The program faculty may bring his/her spouse to such an event and receive reimbursement for the spouse's meal, assuming the event has been included in the program budget.
- **Minor Children:** Minor children accompanying faculty must be adequately supervised at all times by a 3rd party, and that supervision is to be managed by the faculty. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way. Faculty are encouraged to evaluate how the long days and irregular schedules of some programs may affect young children in particular. Local staff are not responsible for assisting in finding or securing childcare, and under no circumstances are students to assume childcare responsibilities. UCSC reserves the right to not allow children to accompany Faculty due to program conditions that present excessive risk.
- **International Medical & Evacuation Insurance:** Faculty and a second program leader (if applicable) are provided insurance through UCSC. Accompanying family members following the same itinerary as the faculty are covered under the same insurance without charge. Family members following a different itinerary such as arriving late or departing early are required to purchase personal travel insurance from UCSC.

## Compensation

Instructor salary is stipulated by Summer Session policy and is calculated per a 5-unit course, at a rate of 1/9 of annual salary as of June 30 of the calendar year in which Summer Session begins. For more information about instructor salary, visit [summer.ucsc.edu](http://summer.ucsc.edu). Faculty program-related expenses, including but not limited to accommodation, transportation, airfare, limited meals, and incidentals, are covered by fees charged to each student participating in the program.

## Additional Considerations

- Programs are expected to run over multiple years. Faculty are encouraged to consider any substitute faculty who would be willing and able to teach the program in an emergency or in future years.
- Program expenses and overhead are borne by student program fees. Careful attention should be made to minimize overall program costs to keep the program more affordable. Adjustments to the program itinerary, including excursions and activities, may need to be made in order to keep the program at an affordable cost.

- Programs must include a second onsite program coordinator in program locations where there is no existing 24/7 support for program participants and logistics. Per the policy, for programs with two faculty leaders, this role will be managed by both faculty. For programs with one faculty leader, this role will be fulfilled by the onsite program provider unless there are health and safety or academic programmatic needs that require the cost of an additional on-site coordinator to be built into the program. An onsite program coordinator must be approved and deemed necessary by Global Learning. Not all programs will be approved to include an onsite program coordinator.
- Faculty responsibilities in developing and leading a Global Seminar extend beyond the classroom and the initial proposal. Faculty should be prepared to coordinate with onsite vendors and program providers, create informational materials for presentations, website and other avenues for sharing program information with students, co-lead pre-departure orientations, provide onsite student support including onsite orientation, guidance on local culture, support and guidance for health and safety issues, etc., handle on-site emergencies and report travel expenses pre and post travel.
- Instructors are required to show proof they are up to date on required campus trainings prior to program departure and Global Learning will confirm with Academic Personnel that instructors do not have any existing policy violations or recent substantiated misconduct during the proposal review, which will preclude them from leading a Global Seminar.
- Programs are reviewed annually by CIE and Global Learning. Feedback from student participants, faculty leader(s), course evaluations, health and safety issues, and feedback from the Global Learning team will all be considered and reviewed before subsequent offerings. Program changes to itinerary, facilities, or other logistics may be required pending feedback and review with each offering. Significant program issues and challenges may result in program suspension or outright cancellation. The objectives of the review process include:
  - Assessment of the extent to which the seminar has met its stated objectives.
  - Improvement of implementation: logistics, planning, etc.

### **DIVISION OF RESPONSIBILITIES OVERVIEW**

Before submitting a Global Seminar proposal, please review the following expected division of responsibilities between the faculty leader and Global Learning.

#### **FACULTY LEADER**

##### **Pre-Departure:**

- Develops course(s) and secures campus course approvals through the Committee on Courses of Instruction (CCI) as necessary. Confirm department support.
- Once program proposal is approved by the Committee on International Education (CIE), work in collaboration with Global Learning on program development, including overall budget, detailed itinerary, location, accommodation, classroom facilities, safety, excursions, etc.
- Attend Faculty Leader trainings and read all materials related to training and preparing to manage a group of students abroad.
- Recruit student participants, attend campus recruitment fairs and coordinate with Global Learning on informational sessions. Be available to meet with students to discuss the program.



- Work with Global Learning on timely student selection and finalizing participant list.
- Assist Global Learning in finalizing arrangements with overseas vendors or third party providers if necessary. Put in Global Learning in communication with any overseas or partner institution contacts.
- Assist Global Learning with the preparation of and participate in the mandatory student Pre-Departure Orientation.

**While Abroad:**

- Arrive one day earlier than the official program start date in order to meet group upon arrival in country, and stay one date after the official program end date to ensure all students depart the program.
- Serve as main contact for in-country logistics.
- Confirm group's safe arrival with Global Learning by email within first 24 hours.
- Provide on-site orientation to students that includes local safety precautions, local culture, program logistics and expectations, and emergency response plan.
- Accompany students on all program activities and excursions. Coordinate with local faculty/lecturers.
- Oversee arrangements for health, safety & security of participants. Be available to students 24/7 in case of emergency or other health & safety related issues. Report incidents to Global Learning and complete incident report form.
- Ensure overall wellbeing of students, including resolution of any housing or other on-site issues.
- Coordinate with UCSC campus units as needed, including but not limited to Title IX, Dean of Students and CAPS.
- Makes on-site payments as budgeted, maintaining clear records and receipts of all expenditures.
- Will not travel more than 2 hours away (by car or bus) from the main location of the program – independent travel should be undertaken before or after the official program dates never during “free” time on the program.

**Post Program:**

- Complete Faculty Program Report within 30 days of program completion. Return to the Global Learning Director. For all first-time programs, faculty should meet with Global Learning to have an in-depth conversation about the program.
- Participate in any re-entry programming organized by Global Learning, if applicable.

**GLOBAL LEARNING**

**Pre-Departure:**

- Conduct proposal workshops for faculty.
- Conduct faculty leader trainings & seminars.
- Finalize program budget and determine enrollment targets.
- Advertise program in print, social media, and events. Create program webpage.
- Coordinate campus info sessions with faculty.
- Manage application process: collect application materials, select students into program, and manage course enrollment. Coordinate with campus units to manage student participation, including Financial Aid, Registrar, SHC, Colleges, and Housing.
- Work with faculty to finalize arrangements with overseas vendors (e.g. housing,

- classroom space, etc.) or with third party providers. Manage payments and contracts.
- Develop and monitor completion of participant pre-departure requirements (e.g. visas, health clearance, waivers, etc.).
- Organize group flight/travel arrangements for students, if applicable.
- Enroll students in supplemental health insurance, if required.
- Register group with the U.S. Department of State.

**While Abroad:**

- Maintain contact with faculty regarding any problems or updates abroad. Manage emergency response plan.
- Pay program expenses as budgeted and disperses program funds to faculty leader.
- Be available to students or faculty 24/7 in case of an emergency.

**Post Program:**

- Reconcile post-program accounting within 30 days of program end date.
- Organize re-entry programming for participants, if applicable.
- Administer, collect and analyze faculty leader program report, student program evaluation, and course evaluations to share with CIE.
- Coordinate with CIE and faculty leader to determine if program will run subsequent summer.

## Proposal Submission Procedures

You will submit your proposal via the Global Seminar: Summer 2023 Proposal Form by the January 10, 2022 deadline. The form will ask you to address these key questions about your proposal:

**Course Objectives**

- 1) What are the campus learning objectives of the course(s)?
- 2) What are the international education learning objectives of the course?

**Selection of Participants**

- 1) Who is the target audience for the course(s)?
- 2) Who will be eligible to apply for the course(s)?
- 3) On what criteria will students be selected?

**Implementation**

- 1) How will the course achieve the stated objectives?
- 2) How does the course diversify and broaden pathways to timely completion of major requirements?

**International Advantage**

1. How will the chosen international site extend and strengthen campus learning objectives?
2. What kind of international experience/training does the program provide to students?
3. Please provide a preliminary list of program excursions and cultural visits. Describe the academic relevance of the excursions and/or cultural visits to the course and learning objectives.
4. Does this course provide opportunities for students to build inter-cultural competencies?

**Instructor Preparation**

1. Describe your knowledge and experience, including language, in the proposed program location and country.
2. Describe any potential connections with institutions, organizations, and/or facilities that could help support the facilitation of the program. (not required)

### **Risk Analysis and Management**

1. Describe the potential safety issues at the host institution and its surroundings.
2. What cultural orientation will be provided to students pre-departure?
3. Please describe any anticipated risks related to your program location or activities that you are aware of and how these risks may be mitigated. If your proposal is recommended by CIE and Global Engagement, you will work closely with the Global Travel Security Manager during program development to identify and mitigate program risk.

Questions:

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