

Roles in Saint Mary's College International Study Programs

VP/Dean	IIL	Academic Affairs	Faculty Coordinator	Int'l Advisory Committee
Budgetary issues Personnel Issues Curricular issues Crises Site Visits	<p>Siqin Publications Website/on-line application General Promotion External Marketing Event Coordinating Resource Library Health & Safety/Insurance Student Advising General pre-departure General re-entry services Tracking participation (db) Student Travel grants</p> <p>Both Liaise w/ other departments Assessment/Dissemination Crisis Management Site Visits</p> <p>Elaine Chair committee Overseeing finances, faculty, curriculum Advising VP/Dean Re-entry course Faculty/Dept grants Guide policy and planning</p>	Grading Policy Transfer Credit Approves gen. ed. Credit for new program	Academic Advising for their Programs Course descriptions, syllabi Drafting budget Primary contact with on-site coordinator Recruitment for individual programs Information sessions Suggest Enrollment Criteria Selection of applicants Program-specific orientation Coordinating logistics of travel plans Coordinating necessary travel documents Translating transcripts (not converting) Primary contact with parents Site Visits	Assessment plan Policy/decision Recommendations Quality control of curriculum & enrollment criteria Big picture vision New program approval Grants