



**Consolidation Committee
Final Report**



Committee Details

Date: October 25, 2016

Committee Name: OWG 21: International Programs

Committee Co-Chairs: Nneka Nora Osakwe, Director of Global Programs and Professor of English, ASU
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Functional Area: Student Success

Functional Area Coordinator: Dr. Paul Bryant/ Cynthia Evers

List the major tasks your committee will need to take to accomplish your deliverables. Please provide more details for the tasks leading up to the SACSCOC Prospectus development.

Major Tasks for Committee Tracker from Final Planning Document and Recommendations

Task 1: Consolidate International Programs (Education Abroad, Campus Internationalization, Multicultural Activities, and International Student and Scholar Services) into One Administrative and Operational Structure

Recommendation and/or Action Taken:

The IP-OWG reviewed the existing International Programs identified in both Albany State University –ASU (East campus) and Darton State College (West campus) namely in four areas:

1. Education Abroad
 2. International Student and Scholar Services- mainly SEVIS, admission, and retention
 3. Campus Internationalization guided by ASU-Comprehensive Internationalization Strategic Plan)
 4. Associated International and Multicultural Programs and Events.
- The committee agreed that the new university should adopt ASU’s Education Abroad model, consolidate international student and scholar’s services of both campuses into one centralized structure on the East campus (ASU), adopt the existing ASU’s Comprehensive Internationalization Strategic Plan with programs and activities, and



consolidate all multicultural programs and events into one.

I. General Recommendations:

Recommends that International Programs of both campuses be consolidated into One Administrative and Operating Structure under a fulltime head at the East Campus, with appropriate staffing commensurate with institutions of parallel status.

II. Recommendation for Education Abroad:

Recommends that the new ASU Education Abroad should mirror ASU model of faculty-led and consortium programs, since Darton College does not have any existing programs. New faculty-led programs, which serve special needs of Darton students, should be developed in collaboration with faculty members in Darton Campus.

The following general recommendations apply to all education abroad programs to effectively consolidate both campuses' international programs into a single administrative and operational structure:

- A. Adopt ASU's existing forms, handbooks, guidelines, and procedures for study abroad implementation, enrollment services, scholarship applications, credit transfer, financial aid and other related processes.
- B. Adopt ASU existing model and contract with Cultural Insurance Services International (CISI) for education abroad health insurance and risk mitigation in alignment with USG guidelines.
- C. Provide an education abroad resource unit office with necessary staff assistant(s) at the West Campus (Darton) to make education abroad advising accessible to students and faculty on that campus, supervised by the central office on the East Campus.
- D. Continue existing faculty-led and consortium study abroad programs and assist all faculty members, especially those at the West (Darton) Campus, who plan to start new programs through professional program trainings and approvals as outlined in ASU Faculty Study Abroad Guideline.



III. Recommendation for International Students' Admission and Retention Services

Both the East and West Campuses have been operating offices with distributed roles to support international student admission and retention services/programs. These offices should be consolidated into a single administrative and operational structure with the primary point of international student services including centralized SEVIS and access on the East Campus (ASU), and a secondary essential services' point of access on the West Campus (Darton) with support staff assistant(s). To ensure that the unique needs of international students are met, it is recommended that the implementation be done in close coordination with related administrative and student services units of the new university.

English As a Second Language (ESL)

The existing support services of ESL programs at the West Campus should be adopted to serve as the main program for the new university. ESL should be housed as an academic program in a designated department for SEVIS certification approval, necessary for international students' enrollment and retention. The new ASU, via International Programs, will work toward meeting the requirements mandated by SEVIS to continue to allow the institution to admit students directly into the ESL program on the West Campus.

The following details should further guide the consolidation process:

- A. International students' admission criteria and processes should follow existing program requirements on both campuses.
- B. All international students' recruitment and admissions should be consolidated and centralized in the East campus.
- C. There should be a skeletal office with necessary staff for admission advisement and other essential services for international students at the West Campus.

IV. Recommendation for Campus Internationalization.

Presently, only ASU provides programs and resources for campus internationalization via curricular and co-curricular intervention, and has an approved Comprehensive Internationalization Strategic Plan (CISP). The existing programs for implementing the plan



should be adopted to serve the new university. The following details should guide the consolidation process on overall campus internationalization:

- A. The new ASU should continue the " Comprehensive Internationalization Strategic Plan (CISP), which focuses on enhancing five components of international programs: Education Abroad, Internationalization of Curriculum, Campus Programs and Facilities, Professional Development, International Student Enrollment and International Collaboration.
- B. The new university should adopt ASU's existing model and reconstitute the existing Campus Internationalization Committee (CIC) and other existing international programs' committees to ensure that representatives from the West Campus are proportionately included on the committees.
- C. Faculty members at the West Campus (Darton) should be encouraged through available training to participate in the existing project on "Internationalizing the Curriculum" to ensure that the student population in that campus benefit from curriculum instruction with international and intercultural content.
- D. All existing Memorandums Of Understanding (MOUs), and collaborations should be adopted by the new university.

V. Recommendation for Associated International and Multicultural Programs & Events.

All existing international and multicultural programs and events on both campuses should be consolidated into one.

- A. ASU holds an annual International Education Week (IEW), which engages the community, while Darton College holds an annual International Festival/Cultural Event, which also engages the community. These programs should be consolidated into one, to be held at an agreed time established by a new committee of staff, faculty, and students from both campuses.
- B. ASU and Darton's existing operating structures for organizing and implementing IEW and International Festival/Cultural Events should be consolidated into one for preparation and implementation of the newly established program.



Task 2: Coordinate with Homeland Security regarding international students and scholars' compliance

Recommendation and/or Action Taken:

- A. Recommends that the existing Student Exchange Information Service (SEVIS) of both campuses be consolidated into one centralized system in the East Campus and managed by one Principal Designated School Official (PDSO).
- B. Recommends that the Immigration advising, compliance and visa processing on both campuses be consolidated into a unified administrative and operational structure with a single PDSO located at the East Campus (ASU).
- C. Recommends that standard visa processing and record-keeping for international students and scholars be consolidated and centralized at the East Campus under a single PDSO.
- D. Recommends that there should be an essential international services office at the West Campus (Darton) for immediate advising on visa, immigration, academic, and student life issues with necessary staff assistant(s) guided by the PDSO under the centralized SEVIS on the East Campus.

Other/Final Comments (if any):
