



RESOLUTION

concerning

THE ESTABLISHMENT AND OPERATION OF

OVERSEAS INSTRUCTIONAL PROGRAMS

BY A UNIVERSITY IN THE CSU SYSTEM

IN PARTNERSHIP WITH FOREIGN INSTITUTIONS OR INDIVIDUALS

December 2, 1994

WHEREAS, International studies constitute an integral part of the curriculum of universities within the Connecticut State University System, and

WHEREAS, Overseas instructional programs conducted by any one of the universities in the CSU system can be an important part of international studies within the CSU system, and can offer an array of non-credit and/or credit courses which provide substantial educational opportunities for the students and faculty of all the universities in the CSU system as well as for foreign students, and

WHEREAS, The establishment of overseas instructional programs is permitted on the basis of the "Guidelines for Off-Campus Offerings by Connecticut Colleges and Universities" of the Board of Governors for Higher Education, therefore, be it

RESOLVED: That subject to the provisions of this policy the Board of Trustees authorizes any of the CSU System universities to establish credit or non-credit instructional programs primarily for foreign students at overseas sites operated in partnership with foreign institutions or individuals, and be it

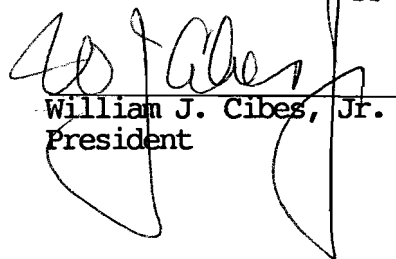
RESOLVED: That each such overseas instructional program shall adhere to the academic policies which have been established by the CSU Board of Trustees as well as to the academic policies and standards of the university proposing the program, and be it

RESOLVED: That all credit programs shall comply with (1) the Principles of Good Practice in Overseas International Education Programs for Non-U.S. Nationals and (2) the rules governing Contractual Relationships with Non-Regionally Accredited Organizations of the New England Association of Schools and Colleges, and in addition, where applicable, (3) the Guidelines for Off-Campus Offerings by Connecticut Colleges and Universities of the Connecticut Board of Governors for Higher Education, and be it



- RESOLVED: That such overseas programs shall be conducted on a basis, after fully operational, in which it is expected that revenues to the CSU System university will cover costs each year so there is no diminution of fiscal or human resources for use at the university; and that revenues in excess of costs shall be used to support study and research by university students, faculty, and staff, and be it
- RESOLVED: That the president of a CSU system university is authorized to enter into contracts with foreign institutions or individuals to establish and operate such overseas instructional programs in accordance with state law except that in the case of credit programs the contract shall be reviewed and approved by the CSU Board of Trustees prior to being executed by the university president, and be it
- RESOLVED: That the President of a CSU system university operating such overseas instructional programs, either credit or non-credit, shall report each year to the CSU System President at the time of the submission of the university's spending plan on the educational functioning and fiscal condition of such programs and shall submit a budget for each such program as part of the spending plan, and be it
- RESOLVED: That the President of the Connecticut State University System shall develop and promulgate procedures for establishing, operating, and evaluating such overseas instructional programs, and be it
- RESOLVED: That the CSU System President shall annually present to the Trustees a consolidated report on the educational functioning and fiscal condition of all such credit and non-credit overseas programs being presented by CSU System universities, and be it
- RESOLVED: That such overseas instructional programs shall be considered programs of the proposing university and shall be evaluated as part of the responsibility of the president of the proposing university.

A Certified True Copy:

  
William J. Cibes, Jr.  
President

CONNECTICUT STATE UNIVERSITY SYSTEM

Procedures for Establishing, Operating and Evaluating

Overseas Instructional Programs

By A CSU System University

In Partnership with Foreign Institutions or Individuals

December 2, 1994

Prior to preparing a proposal for an instructional program intended primarily to serve foreign students at an overseas site to be operated in conjunction with foreign institutions or individuals, presidents of CSU System universities are asked to discuss the proposed overseas instructional program with the CSU System President to determine whether a full proposal should be developed.

In the case of a proposal for non-credit programs, it is the expectation that (1) the program will be designed to meet all costs from the first full year of operation, provided that costs for equipment having a useful life of more than three years may be computed as amortized over a period of up to five years, (2) that it will operate under the same rules under which non-credit programs are operated on the home campus in Connecticut, and (3) that annual reports will be required as provided in the Trustees' resolution authorizing these programs.

In the case of proposals for credit programs, once the CSU President has indicated a willingness to receive a formal proposal, the CSU System university will prepare its proposal and otherwise operate in accordance with the following procedures:

These procedures, promulgated pursuant to Board of Trustees Resolution 94-103 were developed in order to ensure that appropriate steps are followed during all program phases: establishment, operation, and evaluation. It is the responsibility of each campus and the System Office to ensure that Overseas Instructional Programs contribute to the overall quality of the University. These procedures will be reviewed and updated as necessary on an annual basis.

1. In order to ensure full compliance with CSU Board of Trustees policy and meet accreditation requirements, a University establishing an overseas instructional program primarily for foreign students must adhere to the standards set out in Board of Trustees Resolution 94-103 including
  - (a) "Guidelines for Off-Campus Offerings by Connecticut Colleges and Universities" of the Board of Governors for Higher Education

- (b) New England Association of Schools and Colleges (NEASC)  
"Principles of Good Teaching for Non-U.S. Nationals"
  - (c) NEASC "Contractual Relationships with Non-Regionally-Accredited Organizations"
  - (d) Regulations and requirements of relevant accrediting organizations
2. A proposal to establish an Overseas Instructional program shall include the following:
- (a) Statement of the educational objectives of the proposed program;
  - (b) Description of the curriculum and educational program to be offered;
  - (c) Evidence that appropriate program approvals have been or will be obtained. All collegiate level courses of instruction to be offered should be approved through the normal curriculum approval processes of the CSU system university. The standards of student attainment should be those prescribed by the faculty of the CSU system university;
  - (d) A description of the proposed foreign partner and a substantiation of that partner's ability to fulfill commitments to the CSU system university and to the students of the program;
  - (e) A draft of a contract in a format determined by the CSU system President which specifies the services and resources to be provided by both parties and all other commitments of both parties, the name by which the program will be advertised to students, the right of the CSU system university to approve all advertisements for the program, the nature of educational and financial records to be kept, conditions for program termination including appropriate protection for enrolled students, and the provision that the contract shall be interpreted by Connecticut courts in the event of dispute;
  - (f) A plan for assessing the quality of the program (including minimum enrollment for viability, curriculum, instructional faculty, student learning outcomes, and support services) in order to ensure program integrity according to procedures used in the CSU system university;
  - (g) Assurance the CSU system university retains sole and direct responsibility for the academic elements of all instructional programs and courses for which it awards institutional credit. These responsibilities include course content and the delivery of the instructional program; selection and approval of

faculty; admission, registration, and retention of students; evaluation of prior learning; and evaluation of student progress, including the awarding and recording of credit.

- (h) Provision that the CSU system university shall maintain a resident administrator for the overseas instructional program, the costs for whom shall be included in the budget presented;
- (i) A plan indicating that the program facilities are appropriate to carry college instruction and meet reasonable standards of health and safety;
- (j) Provision that the University will maintain official records on students, credits, courses, programs, faculty and staff which meet all requirements established by the University, the CSU Board of Trustees, DHE, NEASC and relevant accredited agencies;
- (k) A business plan outlining projected revenues and projected expenditures for the proposed program, submitted in a format to be specified by the President of the CSU system, which will be supported by (1) a feasibility study and will be projected into the future to the time at which anticipated revenues equal anticipated costs and into a subsequent normalized year, (2) projections of enrollment and of tuition charges, and (3) a contingency plan for terminating the program with full protection of the rights of enrolled students as well as the interests of the university.

The business plan should include a provision for the cost of a residential administrator and the cost of replacing faculty and staff who serve the overseas instructional program so there is no diminution of the resources at the university in Connecticut. In addition, the business plan will show how any initial losses will be recouped in subsequent years.

3. After reviewing the proposal, the system President may authorize the university to proceed with developing a contract. When the university President has a complete contract draft, and the system President believes that it complies fully with Board policy, the system President shall transmit it to the Board, through its normal committee procedures, with his recommendation. Board approval is required before the contract may be signed.
4. Each year, the University will conduct its own program evaluation to be submitted to the system office, and the system office will, at the discretion of the CSU President, conduct its own independent evaluation.
5. The CSU President reserves the right to add to the aforementioned procedures and request other information that he deems appropriate, including interim reports.