

## 2019-20 Study Abroad Program Annual Program Plan

### I.A. Program Profile: Purpose

Describe the program(s) to be reviewed. What is the purpose of the program and how does it contribute to the mission of Skyline College?

#### Narrative

SMCCCD Study Abroad is the district-wide Study Abroad Program, housed in the Global Learning Programs and Services Division, at Skyline College. The purpose of the program is to provide affordable education abroad opportunities to students, teach abroad opportunities for faculty and not-for-credit travel abroad programs for the residents of San Mateo county. It directly contributes to the mission of Skyline College in transforming and empowering a global community of learners. It serves over 40,000 students at Cañada College, College of San Mateo and Skyline College. Below are key programs and 2019-20 updates under SMCCCD Study Abroad:

- Northern California Study Abroad Consortium (NCSAC) with the American Institute for Foreign Study (AIFS)

- Since 1986, SMCCCD collaborates with the Contra Costa Community College District, Los Rios Community College District and Santa Rosa Junior College to offer this program.
- NCSAC sends approximately 200 community college students each year for a semester abroad program to Europe.
- Students take 12 units abroad and are taught by community college faculty. All courses have to be UC and CSU transferable.
- 19 students participated in the Fall 2019 Barcelona Semester Abroad Program with NCSAC.
- 21 students participated in the Spring 2020 Florence Semester Abroad Program with NCSAC. This program was suspended in March 2020 due to the COVID-19 pandemic and all students were repatriated back to the United States.
- The Fall 2020 London Semester Abroad Program with NCSAC has also been suspended due to COVID-19.

- Short-Term Faculty-Led Study Abroad Courses

- Faculty-Led Study Abroad courses are proposals submitted by District faculty to teach their courses abroad.
- Skyline College and Cañada College have offered these programs in Belize, Brazil, Cuba, Costa Rica, Italy and South Africa.
- Faculty and Study Abroad Office recruit approximately 15-20 students per course.

- Summer 2020 programs included Costa Rica, Italy, Jamaica, and Spain and had over 60 students enrolled. These programs were suspended due to COVID-19.

#### - Community Travel Program

- This program is SMCCCD Study Abroad's scholarship fundraiser and the audience are community members participating in philanthropic educational travel.
- The first Community Travel Program was launched to Italy with 15 participants in 2016.
- In 2019, Cuba and Ireland were implemented with 25 participants on both trips. The Spring 2020 trip to India was postponed due to low enrollment and the France trip, which had 25 participants, was suspended due to COVID-19.

#### - Global & Domestic Academic Internship Program (GDAIP)

- A 2017-18 Skyline College President's Innovation Fund project, the GDAIP provides opportunities for community college students to participate in academic internships in Chile, Czech Republic, Ireland, South Africa, San Francisco, New York, Hong Kong, and Singapore.
- Students enroll in one course – Global Identity and Professional Development.
- SMCCCD Study Abroad has enrolled over 60 students for the GDAIP since its inception. The program was also suspended for Summer 2020 due to COVID-19.

#### - United States Passport Office

- 2017-18 Skyline College President's Innovation Fund project, the Passport Office opened in November 2017 to serve students, faculty, staff and the greater San Mateo County community.
- The office attained self-supporting status and generated revenue of over \$100,000 for Skyline College. It has served over 5,000 passport applicants since inception.
- Operations of the Passport Office are currently suspended due to the COVID-19 pandemic.

#### -Campus France: Get In, Get Through and Bonjour!

- 2018-19 Skyline College President's Innovation Fund project, the Campus France program transferred two Skyline College students to the Rennes School of Business in France for Fall 2019. The students are on track to receive their Bachelor's degrees in one year. Funding for 2019-2020 was extended to 2020-21 fiscal year due to the COVID-19 pandemic.

## I.B. Program Planning Team

Annual program planning is intended to be a collaborative process which promotes dialogue and reflection. Please identify all individuals who contributed to or shaped the narrative. Include names and the title or role of each person.

### Narrative

#### Program Planning Team

As SMCCCD Study Abroad implements its study abroad coordination efforts, it consults with several bodies:

- **The District-Wide Study Abroad Advisory Committee (SAAC)** is advisory to the Vice President Instruction and Director of Special International Programs at Skyline College and makes recommendations on districtwide investment of time and resources for study abroad priorities.
- **The Dean of Global Learning Programs and Services and Skyline College Executive Leadership** are similarly consulted by the Director of Special International Programs.
- **The SMCCCD Study Abroad Guidelines and Procedures Manual** serves as a resource to the administrative and faculty community at the three colleges and the District to engage in the semester study abroad opportunity with the American Institute for Foreign Study (AIFS), summer faculty-led study abroad courses, and the Community Travel Program.

Study Abroad Advisory Committee (SAAC) members 2019-20 are listed below. The committee meets twice a semester and guides SMCCCD Study Abroad's initiatives:

#### Cañada College

Alison Field, Faculty, History

Kathryn Kohut, International Program Manager

#### College of San Mateo

Aubrey Kuan Roderick, International Student Program Manager

Claudia Menjivar, Director of Financial Aid

Faculty representative pending CSM Academic Senate approval

#### Skyline College

Jennifer Taylor-Mendoza, Vice President of Instruction (Chair)

Russell Waldon, Dean of Global Learning Programs and Services

Zaid Ghori, Director of Special International Programs (Co-chair)

Lavinia Zanassi, Faculty, Career Services

Stephanie Wells, Program Services Coordinator, Study Abroad

Golda Margate, Executive Assistant, Office of VP of Student Services representative

## **II.A. Analysis: Progress on Prior Program Objectives (Goals) and Activities**

Describe the progress made on previously established program objectives (goals) including identification of achievements or areas in which further effort is needed. New programs which have not yet established CPR/APP objectives should discuss progress on program implementation or activities.

### **Narrative**

#### **Northern California Study Abroad Consortium (NCSAC) with the American Institute for Foreign Study (AIFS)**

Program has maintained enrollment above 40 students per academic year. The limitations of this program is that it continues to be the most expensive option for students and only students with the means are participants in the majority. Low-income and underrepresented students do participate but only if they receive scholarships. SMCCCD Study Abroad did have more students receive the Gilman scholarship for this program (1 student for Barcelona Fall 2019 and 3 students for Florence Spring 2020). The Spring 2020 program was suspended after one month of residency in Italy due to the COVID-19 pandemic. All 21 students were repatriated back to the U.S.

#### **Short-Term Faculty-Led Study Abroad Courses**

The Study Abroad Program offered Faculty-Led Programs (FLPs) for 2019-20 to Costa Rica, Italy, Spain and Jamaica. Due to the COVID-19 pandemic, the over 60 students who had enrolled in these programs had to be refunded their deposits and the programs were suspended.

#### **Community Travel Program**

Three Community Travel trips were planned for 2019-20. The Study Abroad Office launched a successful marketing campaign for the program and over 200 attendees participated in the information sessions at College of San Mateo and Skyline College. The Ireland Community Travel was implemented in the Fall 2019. Programs to India and France were impacted by low enrollment (India) and the France program, which had 25 enrolled participants was suspended due to COVID-19.

#### **Global & Domestic Academic Internship Program (GDAIP)**

The Global and Domestic Academic Internships Program is a new component of SMCCCD Study Abroad's programs. It launched in 2018 Summer with internship site destinations in Chile, Czech Republic, New York, San Francisco, Singapore, South Africa, Hong Kong and Ireland. The Study Abroad Program received 25 applications for this program for Summer 2020. A majority of the students received the Gilman scholarship. This program was also impacted by the COVID-19 pandemic and was suspended.

### **United States Passport Acceptance Facility**

The US Passport Office is the fastest growing program and has served over 5,000 passport applicants since opening in 2017. In anticipation of additional growth and prior to COVID-19, the office was requesting a full-time staff member and two part-time assistants. Extended hours and Saturdays will bring additional revenue to the College. The facility has generated over \$100,000 in revenue with limited hours and a rotating staff. Currently, passport application processing has been suspended nationwide due to COVID-19. The staff have been assigned responsibilities in supporting the Study Abroad Program.

### **Campus France: Get In, Get Through and Bonjour!**

A new program funded by the President's Innovation Fund, Campus France sent two students who transferred to the Rennes School of Business in France for Fall 2019. The program has another two students who have applied for Fall 2020 and are currently reviewing their options of a hybrid online start with Rennes School of Business.

## **II.B. Analysis: Program Environment**

Describe any recent external or internal changes impacting the program or which are expected to impact the program in the next year. Please include when the specified changes occurred or are expected to occur.

### **Narrative**

#### **COVID-19 Pandemic**

The largest external concern which has already impacted the Study Abroad Program and Passport Office is the COVID-19 pandemic. The Study Abroad Office has suspended all Summer 2020 Study Abroad and Global Internships impacting over 100 students who had plans to participate in these programs. In addition, the Fall 2020 London Semester Abroad program was also suspended. Operations for the Passport Office were also impacted which reduced the revenue the office would have brought in for peak months of March - June for Summer travel.

It is difficult to anticipate when travel will come back, specifically international travel. The Study Abroad Office is focusing resources on 2021 programs with the idea that these programs may be impacted should a vaccine for COVID-19 not be generated.

#### **Relocation of Office from Building 2 to Building 19**

By Spring 2021, the Study Abroad and Passport Office staff are expected to relocate to Building 19 at Skyline College. This is an internal factor which will impact both programs, specifically the Passport Office since, with COVID-19, it will require additional resources to maintain physical/social distancing between the public and passport office staff.

**II.C. Analysis: Student Learning Outcomes (SLOs and PSLOs)**

- (1) Instructional Programs Only: Describe what was learned from the assessment of course SLOs for the current and past year.
- (2) Student Service Programs Only: If PSLOs are being assessed this year (3-year cycle), describe what was learned. If no assessment was done because this is an off-cycle year, please state that this item is not applicable.

**Narrative**

Below are the SLO's for the new Global Identity and Professional Development course that was designed for the Global Internship Program:

1. Articulate their understanding of multi-layered internship experiences using various frameworks and concepts of intercultural communication.
2. Critically reflect on their overseas experiences and their impact on their identity, skill set, and their understanding of American and host society.
3. Apply their strengths they gained from their internship experiences to enhance their resume, professional portfolio, or personal statements

### **III.A. Reflection: Considering Key Findings**

Consider the previous analysis of progress achieved, program environment, and course-level SLOs or PSLOs (if applicable). What are the key findings and/or conclusions drawn? Discuss how what was learned can be used to improve the program's effectiveness.

#### **Narrative**

The key findings would be adjusting to program needs in a post-COVID-19 environment. The Study Abroad Program's and Passport Office's growth has been robust however the COVID-19 pandemic suspended all Study Abroad programs and Passport Office operations.

The Study Abroad Program is also applying for fully funded reciprocal student exchange programs for 2021 which would bring German students to Skyline College and send Skyline College students to Germany. This program is funded by the U.S. Government and German parliament.

**III.B. Reflection: ISLOs**

If your program participated in assessment of ISLOs this year:

- (1) What are the findings and/or conclusions drawn?
- (2) Does the program intend to make any changes or investigate further based on the findings? If so, briefly describe what the program intends to do.

**Narrative**

Not Applicable. Did not participate in ISLOs this year but would appreciate participation opportunity for 2020-21.

#### **IV.A. Strategy for Program Enhancement: Continuation/Modification**

Indicate whether the program is continuing implementation of the last CPR strategy or revising the strategy. Please describe the modifications if revisions are intended.

Note: Any new strategies should be linked to Institutional Goals through creation of objectives in the next section. If the program has not yet participated in comprehensive program review, an annual or multi-year strategy can be defined in this item.

##### **Narrative**

#### **Strategy for Program Enhancement: Continuation/Modification**

Study Abroad has not yet participated in comprehensive program review since it has not reached the six year mark. The program is in its fifth year of operation at Skyline College and each year has consistently introduced new programs, applied for President's Innovation Funding grants and launched the Passport Office, Global Internships, and Campus France growing the services offered by the Global Learning Programs and Services Division.

By providing district-wide leadership and coordination, the Study Abroad Program seeks to support colleges in their strategic education abroad efforts by leveraging a centralized office at Skyline College, building a strong community of faculty-led study abroad programs and engaging the greater San Mateo County community with travel abroad opportunities to be the leading community college district in the nation for study abroad.

#### **IV.B. Strategy for Program Enhancement: Action Plan and Resource Requests**

Based on the most recent CPR and any desired modifications, develop an annual action plan with related resource requests. No narrative response will be entered in this section, but the objectives you create will be printed automatically in the APP report under this item.

- (1) To begin, click on PLANNING at the top of the page, then CREATE A NEW OBJECTIVE. To view previously created objectives, click PLANNING at the top of the page, then VIEW MY OBJECTIVE.
- (2) IMPORTANT! Make sure to associate each objective to this standard in the APP. Need help? Contact the PRIE Office for further instructions. Institutional Goals. Need help? Contact the PRIE Office for further instructions.

#### **Narrative**

Not Applicable since program does not have CPR until 6th year. There are no additional resource requests.