



Maricopa County Community Colleges District

## International Faculty Curriculum Development Programs

**Step 1 Application to Participate in a Maricopa County Community Colleges District (MCCCD) International Faculty Curriculum Development Program** - As part of the application process for participation in a Maricopa international faculty development program, faculty must submit a detailed proposal that outlines ways their participation in the program will serve to internationalize the curriculum and the college. Selection criteria include the following:

- The objectives of the proposal are clearly outlined and relate to the goals of the program.
- The applicant provides a clear description of how the proposal addresses/supports the internationalization of the curriculum.
- The applicant provides a clear description of how the proposal addresses/supports the internationalization of the college.
- The applicant outlines the short and long term benefits to the students and college.
- The applicant outlines ways the learning will be shared with a broader audience.

If selected, the faculty member participates in the program abroad and submits the reports noted below upon return to the United States. To view a full program proposal visit this link: <http://mcli.maricopa.edu/node/1593>.

**Step 2 International Travel Report** – Faculty participants utilize the time abroad to achieve the specific objectives outlined in their original program proposals. Upon their return to the United States, they submit a preliminary *International Travel Report* that summarizes the outcomes achieved on the program. (See the first of two forms below.)

**Step 3 Status of Outcomes Report** – Each program participant is also required to submit a *Status of Outcomes* report one year following their international travel program that summarizes the progress that has been made toward meeting the expected outcomes, and that highlights their benefit to MCCCD students, faculty, staff and community. If they are not able to achieve all of their objectives abroad due to lack of sufficient resources, they report on what they were able to accomplish, including the unexpected opportunities to realize meaningful outcomes that were not included in the original program proposal but that support Maricopa’s Global Engagement Mission. (See second form below.)

**Step 4 Post Program Evaluation, Assessment and Future Support** – All faculty also complete a written evaluation and assessment of the program and attend a wrap-up meeting back in the States, where they discuss the learning and make recommendations for future programs. Faculty participants also support the on-going/future efforts related to realizing the objectives of the MOU that the Maricopa Community Colleges District has with the partner institution abroad.

## International Travel Report

For use by all who engage in International Travel on behalf of/as a representative of the Maricopa Community Colleges

➡ Please read instructions at the end of this document before completing.

<b>International Travel Summary</b>  (Insert Name/s of Participant/s) (Insert Name/s of City/Cities and Country/Countries)	
<b>Program/Event:</b>	
<b>Dates of Program/Event:</b>	
<b>Sources and Amounts of Funding:</b>	<b>Amount of District Funding:</b>
<b>Purpose and Benefit:</b> (Provide background information regarding the international travel experience in which you were engaged. Example: Traveled to... for the purpose of... and... The program was sponsored by... Benefits included...)	
<b>Summary of Outcomes:</b> (Provide a brief summary of key outcomes achieved while on the program.) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	
<b>Communication Plan:</b> (Please outline a plan for sharing what you learned with others in the District – students, faculty, staff and the larger community – via presentations, print format, web postings, blogs, etc.) <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	

## Instructions for International Travel Reporting

### International Travel Report Form:

This form is for use by everyone engaging in international travel on behalf of/as a representative of the Maricopa Community Colleges District: those participating in faculty exchanges or faculty development programs, attending conferences or board meetings, conducting research, etc. This also applies to those leading Student Education Abroad Programs.

### Faculty Participating in Faculty Exchanges and Curriculum Development Programs:

- At the end of the academic year following the program, faculty who participate in ***Faculty Exchanges and Curriculum Development Programs*** will also be asked to submit a status report on pending outcomes, which will be due by the Week of Accountability in August. This ***Status Report on International Travel Outcomes*** should describe progress made meeting the expected outcomes highlighted in the original proposal. This form is available on the District International Education website. (See link below.)
- Faculty participating in *Faculty Exchanges and Curriculum Development Programs* will also be required to participate in an evaluation of their program, as requested by the program director.

### Faculty Leading Education Abroad Programs:

- Faculty leading education abroad programs must require their students to complete an on-line evaluation of the program.
- Faculty are also required to self-evaluate their program via an on-line format.

### Process for Writing and Submission of Reports:

- **Forms** should be saved to the computer first, and then typed, in preparation for electronic submission. Use as much space as needed to complete the report. Cells are expandable to any length.
- **Completed reports** should be submitted to the participant's supervisor/department head and to the College International Education Director, for inclusion in the College Quarterly International Travel Report to the Chancellor.
- **Before submission:** Please delete instructions and submit only the actual report.

**Forms for international travel reporting** are available on the District International Education website in the *Forms and Resources* section: [www.maricopa.edu/iie](http://www.maricopa.edu/iie)

## Timeline For International Travel Report Submission

Reporting Period:	<i>Traveler's Report due to:</i>	<i>College IE Director's Report due to:</i>	<i>College President's Report due to:</i>	<i>Chancellor's Report due to:</i>
	College International Education Director and Participant's Supervisor and Department Chair	College Presidents	Executive Vice Chancellor and Provost, and the Chancellor	Governing Board
<b>1<sup>st</sup> Quarter:</b> January February March	Within 30 days following the conclusion of the program/participant's return to the U.S.	March 30 <sup>th</sup>	April 10 <sup>th</sup>	April 30 <sup>th</sup>
<b>2<sup>nd</sup> Quarter:</b> April May June	Within 30 days following the conclusion of the program or by the Week of Accountability in August*	June 30 <sup>th</sup>	July 10 <sup>th</sup>	July 30 <sup>th</sup>
<b>3<sup>rd</sup> Quarter:</b> July August September	Within 30 days following the conclusion of the program or by the Week of Accountability in August*	September 30 <sup>th</sup>	October 10 <sup>th</sup>	October 30 <sup>th</sup>
<b>4<sup>th</sup> Quarter:</b> October November December	Within 30 days following the conclusion of the program/participant's return to the U.S.	December 15 <sup>th</sup>	January 10 <sup>th</sup>	January 30 <sup>th</sup>

**\* How to determine if your program report is due within 30 days or by the Week of Accountability:**

- Reports for 2<sup>nd</sup> quarter programs concluding in April or early May, *before* graduation/commencement exercises will be due within 30 days.
- Reports for 2<sup>nd</sup> and 3<sup>rd</sup> quarter programs concluding *after* graduation/commencement exercises will be due the Week of Accountability, *except* for those programs concluding in late July and early August, which will be due 30 days following the conclusion of the program (in order to give participants sufficient time to complete them).

Maricopa County Community Colleges District

**Status Report on International Travel Outcomes**

To be submitted by faculty who participate in Faculty Exchanges and Curriculum Development Programs

<b>Status of Outcomes</b>  <b>(Insert Name of Faculty Participant)</b> <b>(Insert Name of City/Cities and Country/Countries)</b>	
<b>Name of Participant:</b>	
<b>Program/Event:</b>	
<b>Dates of Program/Event:</b>	
<b>Expected Outcomes:</b> Please note the expected outcomes below, as stated in your original international travel proposal.	<b>Status of Outcomes/Progress Made:</b> Please report on the progress that has been made meeting the expected outcomes, highlighting their benefit to MCCCDC students, faculty, staff and community. Additional lines can be added by pressing the tab key.

**Notes:**

- The District's *International Travel Policy* requires faculty who participate in faculty exchanges and curriculum development programs to submit a report on the status of the outcomes achieved at the end of the following academic year that the travel program took place.
- Since faculty members have a full year after the international travel to complete this report, and since most faculty travel occurs in the summer months, status reports will generally be due the following summer, by the Week of Accountability.
- Reports should be forwarded to the College International Education Director, and the participant's supervisor/department chair.