

Charge for a Governing Committee of the UC Education Abroad Program

As presented in *Final Report of a Joint Senate-Administration Task Force on the University's Systemwide Education Abroad Program (UCEAP)* (July 17, 2009)¹

It is recommended that the Provost appoint a Governing Committee for the University of California Education Abroad Program (UCEAP) to advise on the program's strategic, financial, and organizational direction and to keep the program's performance, and that of its central administration (systemwide office) and director, under administrative review.

The Governing Committee would include ex-officio representation from and be advised by the Academic Senate (e.g., UCIE, UCPB, and UCEP) which maintains responsibility for and oversight over UCEAP's academic programs.

It is also proposed that it would consider convening or interacting with a new committee formed by the Executive Vice Chancellors, each of whom would designate a single representative from each campus, would speak for the campus' internationalization efforts generally. This group is to ensure a coordinated approach to planning for campus and systemwide internationalization.

THE GOVERNING COMMITTEE

- A. The Governing Committee shall be appointed by the Executive Vice President and Provost (The Provost) of the University of California and consist of voting members, to be selected from amongst the following groups.
 - a. Council of Executive Vice Chancellors and Provosts (one to chair the Governing Committee)
 - b. Academic Senate (UCIE, UCPB, and UCEP)
 - c. Campus study abroad directors
 - d. Council of Vice Chancellors for Planning and Budget
 - e. Undergraduate Deans
 - f. Systemwide International Leadership Council
 - g. And possibly one or two members external to the University (e.g. emeritus director of another education abroad program, someone from a global or international business, etc)
 - h. Appointments shall be staggered but normally be for renewable terms of three years.

¹ Updated by Governing Committee and approved by UC Provost, June 2016.

- B. The Governing Committee shall have the following responsibilities pertaining to the selection and retention of the Executive Director:
- a. When a vacancy exists, the Governing Committee shall submit to the Provost a list of possible candidates to be considered for the position of Executive Director, and a recommendation for the appointment of Executive Director.
 - b. The Governing Committee shall review the administrative performance of the Executive Director and shall forward to the Provost a summary of the administrative performance review along with such recommendations as it deems appropriate pertaining to the employment or termination of the Executive Director.
 - i. If the Governing Committee recommends termination of employment of the Executive Director, the University shall, if it concurs, proceed with termination following the usual policies and procedures for comparable positions.
 - ii. Nothing contained in this section shall limit the power of the University, following consultation with the Governing Committee, to take action respecting the employment or termination of the Executive Director at any time.
- C. The Governing Committee shall be responsible for the following matters:
- a. Review and approval of the organization, structure, and funding models for UCEAP's education abroad programs;
 - b. Annually review and approval of UCEAP's updated strategic plans and its budget and operational objectives for the next fiscal year;
 - c. Review of recommendations from the Executive Director about the level(s) of the UCEAP fee and other fees, and the recommendation of any fee increases or decreases to the Provost;
 - d. Approval of recommendations from the Executive Director on the overall operation of UCEAP; and
 - e. Approval of UCEAPs long term plans for investment and new program and service operations.
- D. The Governing Committee may formulate rules pertaining to its own operation and may create such subcommittees as may be necessary from time to time.
- E. The Governing Committee shall meet with such frequency as it deems appropriate, but no less than three times a year in fall, winter, and spring.
- a. The Governing Committee will, on or before June 30th of each calendar year, approve and recommend to the Provost an annual operating plan for the following financial year.
 - b. The Governing Committee will, on or before the fall meeting, approve and then forward to the Provost a report dealing with the previous year's operations.
 - c. The committee analyst will post the minutes, agenda, roster, and bylaws to the UCEAP website once approved by the Governing Committee.

Approved by Vice Provost for Academic Personnel and Programs, UCOP, Susan Carlson

Susan Carlson

Date: 6-24-16

Approved by Provost and Executive Vice President, UCOP, Aimee Dorr

Aimee Dorr

Date: 7/1/16