

MSU
ACC Meeting
March 11, 2015
Approved Meeting Minutes

Attendance: Conrad Davidson, Jacek Mrozik, Kris Warmoth, Laurie Geller, Lenore Koczon, Lori Willoughby, Teresa Loftesnes, Cari Olson, Stephen Banister, Libby Claerbout, Beth Odahlen, Alysia Huck, Paul Markel, Warren Gamas

Guest: Linda Olson, Carlen Gilseth, Deb Kinzell, Daniel Ringrose

Absent: Rebecca Porter, Conrad Davidson

Ceramics Study Tour Proposal to China – Libby Claerbout

- Linda Olson will be the host for the Ceramics Study Tour taking place May 14-31, 2016. The tour is planned for ten students/participants with one faculty attending.
- The cost per person will be \$3100 for China portion plus airfare and tuition. To participate in this tour a person must be enrolled in or signed up to audit the course.
- See attached documents.

Motion to approve: Kris Warmoth. Second: Jacek Mrozik
Unanimously approved.

Theater Study Tour Proposal to Ontario, Canada – Libby Claerbout

- Carlen Gilseth will be the host for the Theater Study to Canada to attend the Stratford Shakespeare Festival in Stratford, ON. It will be the first week of the fall semester – August 20-30, 2015.
- It was recommended that different date for the tour would be better.
- No action will be taken on this proposal until updated dates for the tour are submitted.

Bush Grant – Laurie Geller

- Education grant for \$1 ML over a 4 year period. MSU submitted a letter of inquiry submitted on March 5, 2015.
- Highlights of our proposal include: Bush focus on lack of opportunity
 - Bridge to college that begins with high school students, teacher and university faculty working together.
 - Supporting students in college
 - Sophomore / juniors do internships with area companies
 - Mentoring, especially of success
 - Seniors are involved in the community project, and mentoring.
- Minot State will also be submitting a proposal to AASCU to participate in the reimagining the First Year Program funded by the Bill & Melinda Gates Foundation.

Diversity Tapestry – Libby Claerbout

- Part of the celebration for the Inauguration. The frame will travel to different areas on campus to allow all members of MSU to weave in a strand of fabric representing themselves.
- Currently red is planned for students, green for faculty and staff.
- If requested, other groups will be able to use different colors of fabrics. For example, LGBTQ has requested rainbow stripes and international students will use a white fabric.

FYE – Beth Odahlen

- Fall FYE learning communities are set- see attached document. Proposals for learning communities for spring 2016 need to be submitted by April 1, 2015.
- No tutoring during spring break, March 16-20, 2015.
- Mid-Dakota Symposium has been changed to October 15-16, 2015. Deadline for submission of proposals for this meeting is May 31, 2015. The registration fee is \$25.

Library -- Stephen Bannister

- The therapy dog will be at library during finals week.
- Library hours will be extended during finals week.
- Library is in the process of ordering books. Please remind faculty to get their requests to the library staff.
- Catalog position is still open, but search is progressing.
- There will be a silent dance at the library this spring. For this dance, students who attend will wear headphones and dance. You won't hear the music except through your headphones, earbuds, etc.

Center for Extended Learning – Kris Warmoth

- Launching workshops a series of computer workshops for the community beginning in mid-April. We are working to publicize these workshops.
- College for Kids proposals due March 13, 2015
- Graduation in Bismarck is May 21. The reception begins at 5:00pm. We have 49 students graduating from our business programs this year.
- Minot State will host the distance education directors from the system on campus in April.
- Summer reviews Blackboard as it transitions to the new look
- Dual Credit – standard tuition is \$115 and instructors are paid.

Online Studies – Kris Warmoth

- Revising the membership of this institutional committee to include more representation from faculty and students. Beginning next year, we will have three students on the committee (currently 1) and three faculty from each of the colleges. This advisory group reports to the Vice President of Academic Affairs.

Teacher Education Changes – Warren Gamas

- Teacher Education will no longer offer ED250 but will begin the teacher education sequence with ED260. Students will be out in the field earlier and more often than in the past.
- We will be using TK20 software which students will be required to purchase to document that our programs have met accreditation standards.

CAEP Accreditation for Teacher Education Programs – Warren Gamas

- See attached paperwork is scheduled for 2017. A team will be attending the April meeting for CAEP. Note – CAEP replaces NCATE.

MEd Survey of Teachers

MSU and the Mid-Dakota Ed Cooperative (MDEC) surveyed area teachers from 2/16/2015 to 3/10/2015. They received 157 responses with 50 of them considering graduate school.

Announcements

- Senate appropriation hearings regarding higher education funding will start the week of March 16th
- There was a major FERPA violation with mid-term grades. We have notified the students in the courses that this occurred.
- Catalog is live for all students, undergraduate and graduate.
- There will be multiple activities for the campus during the week of Inauguration. Please speak with Deb Wentz for more information and if you have things planned that week on campus.

March 2015

- 13 – Evaluation and goals for all faculty other than first year & Chairs due from Chair to Dean
- 16-20 – Spring Break
- 23 - Summer/Fall 2015 Graduation Applications Due to Registrar's Office
- 23 – Second eight week classes begin
- 24-26 – Summer/Fall 2015 Registration for currently enrolled students
- 26 – Last day to drop second eight week class at 100%

April 2015

- 1 – Annual self-evaluations and goals for VPAA directs due to VPAA
- 1 – Faculty Position Description for 2014-15 due to VPAA
- 3 – Evaluation and goals for all faculty other than first year & Chairs due from Dean to faculty
- 3 – Good Friday - University Closed
- 6 – University Open – No classes – Easter Break
- 7 – Classes Resume
- 10 – Evaluation and goals for all faculty other than first year & Chairs due from Deans to VPAA
- 10 – Last day to withdraw from term or drop with record (NDUS)



Custom Program Proposal

Minot State University Ceramics in China Summer 2016

Proposal prepared for:

Libby Claerbout

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Linda Olson

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Proposal prepared by:

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About International Studies Abroad

For over twenty-five years, International Studies Abroad (ISA) has been helping students learn about their world. ISA currently offers study abroad programs in Argentina, Belgium, Brazil, Chile, China, Colombia, Costa Rica, Cuba, the Czech Republic, the Dominican Republic, England, France, India, Ireland, Italy, Japan, Jordan, Morocco, Peru, South Africa, South Korea, Spain, and Thailand.

With its diversity of programs at more than 50 academic institutions throughout the world, and the dedication of its experienced Resident Directors, ISA provides support for an extraordinary range of faculty-led programs, including art history, business, literature, marketing, mathematics and modern languages.

Since its first Custom Program in 1998, ISA has:

- Partnered with more than 100 U.S. universities to develop custom study abroad programs for their students;
- Successfully developed and administered more than 350 custom programs;
- Sent more than 5,000 students abroad on programs developed in collaboration with U.S. universities.

ISA is a Global Partner of NAFSA: Association of International Educators, and supports NAFSA's efforts to advance international education and exchange. ISA is also a member of the Forum on Education Abroad and has been recognized and certified by the Forum through its Quality Improvement Program (QUIP)

THE ISA CUSTOM PROGRAMS ADVANTAGE

As a benefit to partnering with ISA on a custom program in China, Minot State University will:

- Maintain full oversight of the program academics;
- Have customizable options for student housing, cultural activities, and excursions;
- Work with an experienced Custom Program Manager who is dedicated to making your program a success;
- Count on the support and expertise of full-time, local Resident Directors on site;
- Depend on 24/7 emergency support of ISA Austin and ISA China;
- Receive marketing and recruitment assistance of ISA Representatives on campus and throughout your region.

Minot State University in China Program Overview

Minimum enrollment: 10 students

Number of Minot State University faculty/staff leaders: 1

Arrival date at Shanghai Pudong International Airport (PVG): to be determined

Departure date from Beijing Capital International Airport (PEK): to be determined

One Minot State University faculty member will accompany a group of students to China for a 2 week-long intensive program focusing on ceramics. The Minot State University in China program academics will be complemented with ISA-arranged cultural activities, day trips and excursions.

MINIMUM ENROLLMENT POLICY

ISA program fees are set with a minimum of 10 students for this program. This policy enables ISA to offer a high quality program and avoid the risk of cutting out essential components (such as cultural events) in order to finance an under-enrolled program. Minot State University and ISA may elect to run an under-enrolled program with modifications to the program components; for example, faculty support such as housing, on-site transportation, and entry fees may be removed from the student fees and paid directly by Minot State University.

If fewer than 10 students enroll in the program, the university may cancel the program and encourage the prospective students to participate in an ISA catalog program. For an overview of ISA program options in China, please visit studiesabroad.com. ISA will facilitate this process and work directly with students to expedite the application process as much as possible. Should students choose to enroll in an ISA program, students will pay the standard program fee, but ISA will waive any applicable late fees.

PROGRAM PRICE

The Minot State University program in China will be **\$3,100** per student if at least 10 students enroll. If 15+ students enroll in the program, the per-student price will be **\$2,925**. Please note that all ISA program fees are given in U.S. dollars and will not vary despite currency fluctuations.

Number of students	10-14	15+
Per-student program fee	\$3,100	\$2,925

ISA understands the importance of affordability in designing your program. We have made every effort to offer you a cost-effective, fully customized portfolio of services, catered to the unique needs of your program. Should you receive another proposal for this program that comes in below the prices quoted above, please know that ISA is very willing to work with you in an effort to achieve this price, when possible. If you would like to discuss modifying any aspects of this proposal to better meet your needs, please contact your Custom Program Manager.

ISA STANDARD SUPPORT SERVICES OVERVIEW

All ISA custom programs begin with the foundation of the following support services:

➤ *Pre-departure support services*

- A custom-designed, full color promotional flyer and provision of 25 copies to market your program on campus;
- ISA University Relations Regional Director to promote your program on campus and regionally;
- Pre-departure orientation materials including an interactive, site-specific online orientation;
- Preparation, distribution and tracking of required student forms and documentation;
- Final pre-departure packet, including: airport arrival instructions; student housing description, address, and contact information; students' flight information; and a final program itinerary.

➤ *Health, safety & liability support on-site*

- Orientation meeting upon arrival to address cultural adjustment, health and safety, housing, academics, excursions and the program itinerary;
- International health insurance for students and faculty;
- Liability coverage for Minot State University for the duration of the program;
- Emergency support from on-site staff who will be on-call for the duration of the program, including support for participants who must visit the hospital or doctor; on-site staff will help schedule appointments, accompany the student on the visit, and assist in any other way possible.

➤ *Post-program support services*

- Welcome back email sent to students with cultural readjustment tips, information on internship opportunities, and more;
- Comprehensive program evaluations completed by students and faculty, reviewed by ISA and shared with the Minot State University Study Abroad Office and faculty member once the program is complete.

Minot State University IN China CUSTOM SUPPORT SERVICES OVERVIEW

In addition to the services listed above, the Minot State University custom program in China will include the following:

➤ *Academic Support*

- Two academic visits or guest lectures (including group ground transportation and honoraria);
 - Shanghai Institute of Ceramics (to be confirmed)
 - Jingdezhen Ceramic Institute (to be confirmed)
- Use of the ISA Shanghai office, including computer/internet access and working space for Minot State University students and faculty upon request.

➤ *Student Housing & Meals*

- Student housing in shared rooms at a centrally-located hotels in China. Breakfast will be included at the hotel each day;
- Welcome group meal (gratuity included).

➤ **Faculty Support**

- Faculty housing in an individual room at centrally-located hotels in China. Breakfast will be included at the hotel each day;

➤ **Cultural activities and excursions**

- Cultural activities and excursions as listed, including entry fees and hotel accommodations for overnight excursions as indicated below:
 - Shanghai (3 nights)
 - Longquan (2 nights)
 - Jingdezhen (2 nights)
 - Xian (2 nights)
 - Beijing (3 nights)
- ISA China staff will welcome students and faculty upon arrival, lead all excursions, facilitate the orientation program and serve as a cultural liaison for the group throughout the program.

➤ **On-site Transportation**

- Group pick-up at Shanghai Pudong International Airport (PVG) and drop-off at Beijing Capital International Airport (PEK) on designated program arrival and departure dates;
- Private chartered buses or public transportation will be utilized within each city;
- Private chartered buses will be utilized for travel from Shanghai to Lingquan to Jingdezhen;
- Regional flights will be utilized for travel from Jingdezhen to Xian, and Xian to Beijing;

Detailed descriptions of each of the support services listed above are found in the sections of text that follow. If you have any questions or would like to make any modifications to your proposed program's inclusions, please contact your ISA Custom Program Manager.

Program Academics

The Minot State University program in China will have an academic focus of ceramics and will provide students with academic credit upon successful completion of the program.

Academic Visits and Guest Lectures

The academic coursework in the Minot State University program in China will be experiential in nature, comprised of academic visits with and discussions led by local organizations or sites of cultural and historical as a complement to the Minot State University academic coursework, including honorariums and interpreters for the following activities:

- Shanghai Institute of Ceramics (to be confirmed)
- Jingdezhen Ceramic Institute (to be confirmed)

** ISA will make every effort to secure these lecture and academic visits, but cannot be guaranteed at this time.*

The Minot State University faculty member should provide guidance, potential contacts, and detailed academic objectives for each lecture, discussion, or visit in advance to assist ISA in preparing local experts for the types of questions they may be asked by the students.

TRANSCRIPTION

Minot State University will be responsible for course registration, tuition billing, grade reports, and transcripts for all courses offered in conjunction with this program.

Student Accommodations and Meals

HOTELS

Students will be housed in shared rooms at centrally-located hotels for the duration of the program in China (typically 2 students per room). If there is an odd number of students of the same gender, students may be roomed in single-occupancy rooms. Breakfast will be provided each day at the hotel. Students will be responsible for lunch and dinner meals with the exception of group meals as noted on the program itinerary.

GROUP MEALS

ISA will arrange one group meals in China for the Minot State University students and faculty. A welcome meal helps establish a sense of community among the group and serves as an introduction to the Chinese gastronomy and culture. Likewise, a farewell dinner acknowledges the importance of the experience and provides a sense of closure to the program. Group meals may be prix-fixe or buffet-style. Consult your ISA Custom Program Manager for details.

CELL PHONES

While ISA does not provide international cellular phones, we can provide guidance and assistance to students wishing to obtain one for use while in China. Students will receive detailed information on the variety of cell phones available during their on-site orientation upon arrival in China.

Faculty Accommodations and Support

All costs for one Minot State University faculty member, including housing, excursions, cultural activities, health insurance and group meals as outlined in the program itinerary, are included in the per-student program price.

HOUSING IN CHINA

The Minot State University faculty member will stay in an individual room at a centrally-located hotel in China. Breakfast will be provided each day at the hotel, and the faculty member will be responsible for lunch and dinner meals with the exception of group meals as noted in the program itinerary.

FACULTY FORMS

All participating faculty are required to complete and submit ISA policy forms regarding medical history, housing, flight itinerary, accompaniment, and academic responsibilities. The faculty member will also receive an ISA Faculty Handbook which outlines general ISA protocol as well as recommendations for recruitment and on-site group management. Advance copies of this handbook are available upon request.

FAMILY OR OTHER ACCOMPANYING PARTIES

ISA does permit faculty to bring spouses or family members; however if Minot State University has policies which prohibit the participation of spouses or family members, ISA will comply with Minot State University policies. Should the university permit the accompaniment of faculty members, ISA requires all accompanying persons to submit a waiver of liability. In addition, if accompanying persons wish to participate in any group activities while in China, the faculty member must provide ISA a list of these activities as soon as possible, but no later than four weeks prior to departure; ISA will then invoice the faculty member directly for those costs prior to departure. Additional details about these policies are available upon request.

Cultural Activities and Excursions

As a complement to the program academics in China, the Minot State University students and faculty member will broaden their understanding of China through their participation in cultural activities and excursions as listed below. ISA will arrange group transportation and entry fees for students and faculty member during all program activities and excursions. On overnight excursions, the group will be housed in a hotel with students in double rooms (or singles if there is an odd number of students) and the faculty in a single room.

SHANGHAI (3 NIGHTS)

Shanghai (pop. 23,019,148) is China's largest city and financial capital. Shanghai has been a market city for over 1,000 years and has been a city of global economic importance since the 19th Century. In Summer 2010, Shanghai hosted the World Expo 2010, which showcased the city as China's model for commercial and industrial success. Shanghai's long history as an Asian trade hub has contributed to its distinct welcoming and open atmosphere, making it the ideal location for those who wish to study abroad in China, and learn more about Chinese language and culture.

- Bund
- Nanjing Road
- French Concession
- Yu Garden
- Shanghai Museum
- Shanghai acrobatic Show

LONGQUAN (2 NIGHTS)

Longquan, a famous historical and cultural city which is noted for its celadon, is located in the southwest of Zhejiang province, and it's bounded on Jiangxi and Fujian. According to the Archaeological Survey, more than 500 ancient kiln sites of Longquan Celadon have been found, more than 360 of which are situated within Longquan City to form a huge ceramic kiln system, the Longquan Kilns of Chinese history.

- Longquan Celadon Museum
- Celadon Kiln Site or Celadon Town tour

JINGDEZHEN (2 NIGHTS)

Known as the "porcelain city" since the Song dynasty, Jingdezhen has a long history of over 1700 years of porcelain making. Jingdezhen got its present name from the Song Dynasty (960 – 1279) when blue and white porcelain was produced in this area. The city has a well-documented history that stretches back over 2000 years.

- Ancient Porcelain Street
- Ancient Kiln folk Customs Museum
- Fulian Ancient County Government
- Jingdezhen Ceramic & Porcelain Museum

XIAN (2 NIGHTS)

Xi'an is an ancient city, with a history that stretches back more than 3,000 years, and recent archaeological expeditions just outside the city have uncovered a 6,500 year old village. It has been the capital of nearly all of the major Chinese dynasties, including the Zhou, Qin, and Han, and many important structures from these periods are still able to be seen today.

Xi'an is perhaps most famous for the Terra Cotta Army, which is located just outside of the city. Students who participate in this excursion will have a chance to visit the tomb of first emperor of China, where the army is located. This more than 2,000 year old tomb contains at least 8,000 soldiers, 130 chariots with 520 horses and 150 cavalry horses, and there are believed to be many more that have yet to be discovered.

- City wall
- Bell Tower
- Muslim Quarter
- Terracotta Army
- Forest of Stone Steles Museum

BEIJING (3 NIGHTS)

Beijing is the capital city of China and home to most of country's most significant historical monuments. Beijing is also the seat of China's political power, and has a much more traditional population than the more commercially-focused

Shanghai. As Beijing hosted the Summer 2008 Olympics, the government embarked on a massive city-wide cleanup effort which has made China's capital even more enjoyable than ever before.

- Hutongs
- Tiananmen Square
- Forbidden City
- Temple of Heaven
- Great Wall
- Summer Palace

Passports & Entry Requirements

PASSPORTS

All international travel requires a valid passport. ISA will collect virtual copies of each program participant's photo and signature page of their passport. For any program which includes domestic air travel within the host country or international travel once abroad, ISA requires Minot State University to submit all collected passport copies (photo and signature pages) to ISA with the final roster of participants.

CHINA ENTRY REQUIREMENTS FOR US CITIZENS

China requires a visa, however such fees are not included in the ISA program price. If the proposed program is approved, during the admissions stage, ISA will provide a description of China's visa requirements, and if applicable, will provide information on the visa application process and provide supporting documentation as necessary. Ultimately, Minot State University students and faculty member are responsible for applying for and obtaining appropriate visas and paying all applicable entry and exit fees. Students who are not US citizens will be responsible for researching visa requirements and ISA will provide additional documentation as necessary.

Transportation

INTERNATIONAL FLIGHTS

International airfare is not included in the ISA program price. Minot State University students and faculty may book airfare individually, or Minot State University may choose to book group airfare through a travel agent. Should Minot State University prefer to have students and faculty book airfare individually, ISA will provide all program participants information on which airport they should fly into and the arrival time window for ISA airport pick-up.

Should Minot State University prefer to book group international airfare for the program in China, ISA has launched a partnership with STA travel and can connect Minot State University with STA dedicated group agents for an estimate. Please note, however, that airline schedules are not released until approximately 300 days prior to the travel dates. If you are interested in working with STA travel, or for additional information, please contact your Custom Program Manager.

ON-SITE TRANSPORTATION

ISA will arrange airport pick-up at Shanghai Pudong International Airport (PVG) and drop-off at Beijing Capital International Airport (PEK) on designated program arrival and departure dates. If students are booking their own flights, ISA will provide specific information prior to departure about airport pick-up times and protocol.

ISA will arrange public transportation or private chartered buses within each city, and private chartered buses will be utilized for transportation from Shanghai to Longquan, and Longquan to Jingdezhen.

In addition, ISA will arrange regional flights while in China, for transportation from Jingdezhen to Xian, and Xian to Beijing. Tickets for each Minot State University student and faculty member will be purchased in advance by ISA. In order to make airfare reservations, clear photocopies of all participants' passports are required; if this proposal is approved and student enrollment is met, Minot State University should provide ISA participants' passport copies as

soon as possible.

Minot State University students and faculty member will be responsible for all other individual transportation while in China; ISA will provide information on the public transportation system in China prior to departure, and ISA China staff will also advise students on transportation options during the orientation upon arrival.

Proposed Program Itinerary

The following itinerary is tentative and for planning purposes only. ISA will begin confirming the final program itinerary approximately four to six weeks prior to departure in close collaboration with Minot State University faculty and staff. Should unforeseen circumstances compromise the agreed upon program itinerary, the ISA overseas staff and ISA Austin will work closely with the Minot State University faculty and staff to identify appropriate alternatives.

Day 1	Arrive in Shanghai Airport pickup at Shanghai Pudong International Airport (PVG) Welcome dinner ISA Orientation
Day 2	Bund, Nanjing Road, French Concession & Yu Garden Shanghai Museum
Day 3	Guest lecture - Shanghai Institute of Ceramics (to be confirmed) Shanghai acrobatic show
Day 4	Travel to Longquan via bus (7 hours)
Day 5	Longquan Celadon Museum Celadon Kiln Site or Celadon Town tour
Day 6	Travel to Jingdezhen via bus (7 hours) Ancient Porcelain Street
Day 7	Ancient Kiln Folk Customs Museum Jingdezhen Folk Kiln Museum Fulian Ancient County Government
Day 8	Guest lecture - Jingdezhen Ceramic Institute (to be confirmed) Jingdezhen Ceramic & Porcelain Museum Travel to Xian via plane (2 hours)
Day 9	City tour on bike to see City Wall, Bell Tower, Muslim Quarter, etc. Terracotta Army Forest of Stone Steles Museum
Day 10	Travel to Beijing via plane (2 hours) Hutongs
Day 11	Tiananmen Square & Forbidden City Temple of Heaven
Day 12	Great Wall Summer Palace
Day 13	Free day

Day 14

Depart Beijing for U.S.

Hotel pickup and dropoff at Beijing Capital International Airport (PEK)

ISA Support in the U.S.

The ISA Custom Programs team is made up of eight full-time staff members, one of whom will manage the Minot State University program in China. The ISA Custom Program Manager for your program is Jean Ooi. Jean will serve as the primary contact for Minot State University faculty and staff throughout all phases of the program, especially during the pre-departure and post-program phases. While abroad, the Minot State University faculty and staff will work closely with the overseas staff on site to troubleshoot any potential problems and manage the day-to-day program operation.

24/7 EMERGENCY SUPPORT

The support of ISA Austin is available to Minot State University advisers, students, faculty, and parents throughout all phases of the program. The ISA Austin office can be reached at (512) 480-8522 during regular business hours:

- Monday-Thursday, 7:00 AM – 7:00 PM CST;
- Friday, 7:00AM – 5:00 PM.

During weekend and evening hours, the ISA Austin telephone answering machine will provide the caller with the ISA Austin emergency phone number, which is available 24 hours per day, seven days per week for additional support in case of emergency. The ISA Austin staff is trained to answer emergency calls and respond according to ISA emergency protocol. ISA Austin should be included in any pertinent emergency communications and will remain the point of contact for the U.S.-based Minot State University program coordinator.

ISA Support in China

Once on site, ISA's full-time Resident Directors will assist students and faculty with all aspects of their experience abroad. ISA Resident Directors are locals and are highly knowledgeable about the available facilities, customs, support services and local people. The ISA Resident Directors arrange program orientation, academic supports, excursions, weekly meeting, cultural activities, and other services. ISA staff members are trained to ensure the well-being of each program participant and make every effort to make themselves accessible to students at all times. In the event that a program participant must go to the hospital or to a doctor, the ISA on-site staff will assist in scheduling the appointment, accompanying the student on the visit, and aid the student in any other way necessary. Additionally, the ISA China staff will ensure that the student is aware of all procedures required to file an insurance claim for medical services.

ON-SITE PROGRAM ORIENTATION

Upon arrival in China the ISA on-site staff will conduct a program orientation, to address:

- Cultural adjustment
- Health and safety and medical insurance procedures
- Housing
- Academics
- Program itinerary and upcoming cultural activities
- Acquiring cell phones in China

These orientation meetings allow students a chance to become familiar with the ISA Resident staff immediately upon arrival. During the orientation meeting, each student and faculty member is also provided with an emergency contact card upon arrival, which includes the ISA Resident Director's office phone number, cell phone number, and email address.

ISA SHANGHAI OFFICE AND STAFF

While in China, the Frostburg State University students, faculty and staff members will have access to the ISA Shanghai office and the support of its two staff members. The ISA Shanghai Office is located on the main campus of East China Normal University in the Global Education Building in the Putuo district of Shanghai. This is a convenient location for participants on this program as it is very close to one of Shanghai's two airports and only a short metro ride from downtown. The ISA Office offers support for all aspects of the program including language tutoring for all levels of Mandarin.

The Resident Director in China is Amy Zhang. Amy is originally from Jiangsu Province where she studied English and Japanese at Xuzhou Normal University. After finishing her degree, she moved to Shanghai to teach Chinese at the SMIC Private School, a new and highly innovative K-12 school founded by the largest semiconductor manufacturer in China. After four years at SMIC, Tsinghua University recruited Amy to develop the Mandarin Language program at the new Tsinghua International School (THIS) in Beijing. At THIS, she both designed the curriculum and taught Mandarin Language classes to foreign students of all ages. Her experience in working in a multi-cultural setting and specifically working with students from all parts of the world has prepared her well for her current position at ISA.

Program Marketing Support

ISA is dedicated to making your program a success. A crucial step to being able to implement your custom program is recruiting students, and ISA would like to help you to market your program on campus and at nearby colleges and universities. All ISA marketing support services are both complimentary and optional.

PRINTED AND PDF PROGRAM FLYERS

The ISA graphic design team can custom-design a promotional flyer for the Minot State University in China program. ISA will provide 25 full color copies of the 8.5"x11" flyer along with the PDF file for your use should additional copies be required. Alternatively, if Minot State University designs flyers or other graphic imagery in-house, Minot State University may elect to share the final PDF file with ISA for distribution.

ISA REPRESENTATIVES ON CAMPUS

The ISA University Relations Regional Director for NAFSA Region IV, Casey Sprau, can help promote the Minot State University program in China whenever visiting your campus and others throughout the region. Minot State University and faculty member may liaise with your ISA Representative to promote the Minot State University program in China at:

- Study abroad fairs;
- Information tables;
- Meetings with students, advisors, and faculty;
- Classroom and student organization presentations.

REGIONAL MARKETING

If Minot State University is able to accept non-degree seeking students on the program in China, your program may be eligible for additional promotion off campus at nearby colleges and universities. If Minot State University is a part of a conference or consortium within which Minot State University would like ISA to help promote this program, please speak with your Custom Program Manager for more information.

Next Steps

Thank you for your consideration of International Studies Abroad. ISA views each Custom Program as a collaborative effort, and we hope to have proposed a program that suits your academic and cultural objectives. If you would like to make any revisions to the current proposed program, please contact your ISA Custom Program Manager to update the proposal and the program price accordingly.

Should your institution decide to partner with ISA, ISA will provide a contract that confirms the price as well as the finalized program components and support services. This proposal does not serve as a contract for your program; the

contract will outline program admissions and financial policies, including the option to cancel the program without financial penalty, and will require signatures from ISA and Minot State University. Below is an outline of deadlines that will be further defined in the contract

90 Days Prior to Program Departure	60 Days Prior to Program Departure	15 Days Prior to Program Departure	14 Days Prior to Program Departure
Official Decision Deadline. Roster of student enrollment sent to ISA. Refunds for withdrawals after this date will be subject to non-refundable incurred costs.	Final Forms and Payment deadline. Full Program Payment Due to ISA from Minot State University. All student admissions forms and applicable payments are due to ISA. Withdrawals after this date will result in a penalty of 50% of the student program fee.	Withdrawals up until this date will result in a penalty of 50% of the student program fee.	Withdrawals on or after this date will not receive a refund.

In order for ISA to provide the optimum housing and academic support, we are hopeful that you will finalize your decision as soon as possible, ideally seven to twelve months prior to the program departure. Please notify ISA when a decision has been made. In the interim, please do not hesitate to contact me with any questions or revisions.

Thank you,

Jean Ooi
 Custom Program Manager
 512.480.8522
 jooi@studiesabroad.com
 cp.studiesabroad.com

Fall FYE Learning Communities - 2015

LC #	FALL 2015 FYE's	Credits	Cap	Course	Day	Time	Instructor
1	Minutia: Scope it out!	2	18	UNIV 110	R	1 - 2:50	Okeson
		4		BIOL 142	M/W/F	2 - 2:50	Lepp
	Total Credits	6		Lab	T	1 - 2:50	Lepp
2	Music Student Survival Guide	2	24	UNIV 110	WF	10 - 10:50	D. Anderson
		3		MUSC 123	M/W/F	9 - 9:50	E. Anderson
	Total Credits	5 (6)		Orchestra, Band, Choir (need to register independently for this course)			
3	So... You want to be a Techie	2	25	UNIV 110	T/R	8 - 8:50	Hayton
		3		CSCI 297	M/W/F	8-8:50	Hayton
		4		CSCI 111	MTW/R	9 - 9:50	Hayton
	Total Credits	9		CSCI 160	MTW/R	1 - 1:50	Hayton
4	Explore Expand Express Yourself	2	24	UNIV 110	T/R	1 - 1:50	Clearebout
		3		ART 110	T/R	2 - 3:15	Donovan
	Total Credits	3		COM/M 110	T/R	11 - 12:15	Pearson
5	Great Minds Think Alike	2	20	UNIV 110	R	1 - 2:50	Hintz
		2		ED 260	T	1 - 2:50	?
		3		PSYCH 111	M/W/F	9 - 9:50	D. Olson
	Total Credits	7					
6	Great Minds Think Alike	2	20	UNIV 110	T	1 - 2:50	Hintz
		2		ED 260	R	1 - 2:50	?
		3		PSYCH 111	M/W/F	9 - 9:50	D. Olson
	Total Credits	7					
7	Speak Up and Branch Out	2	22	UNIV 110	M/W	2 - 2:50	Harmon
		2		CD 150	T/R	2 - 2:50	Holt
	Total Credits	4					
8	To Play or Not to Play	3	22	UNIV 110	M/W/F	12 - 12:50	Odahrien
		4		BIOL 220	M/W/F	3 - 3:50	Shabani
		2		BIOL 220 L	M	10 - 11:50	Shabani
		2		HPER 210	T/R	9 - 9:50	Martinson
	Total Credits	9					
9	What's Math Got to do With It	2	22	UNIV 110	T/R	10 - 10:50	Nielsen
		3		ENGL 110	T/R	11 - 12:15	Sherve
		4		MATH 210	MTW/R	9 - 9:50	Morris
	Total Credits	9					

Fall FYE Learning Communities - 2015

10	Take Me Out to the Ballgame	2	20	UNIV 110	MW	12-12:50	Andreasen
		3		SOC 110	MWF	10 - 10:50	Eddie
		3		PHIL 101	MWF	9 - 9:50	Kelly
	Total Credits	8					
11	This American Life	2	20	UNIV 110	MW	11-11:50	Thoms-Arens
		3		ENGL 110	MWF	10-10:50	Aleshire
		3		SOC 110	MWF	1-1:50	Larshus
	Total Credits	8					
12	History Sedance Theater	2	22	UNIV 110	R	1 - 2:50	Ringrose
		3		HIST 212	TR	9:30 - 10:45	Ringrose
		4		BIO1 151	MWF	11 - 11:50	Deufel
				Lab	T	1-3	Deufel
	Total Credits	9					
13	Swyling Through Geology and Chemistry	2	22	UNIV 110	T	2 - 3:50	Webster
		4		GEOL 105	MF	9:00 - 10:15	Collette
		4		CHEM 121	W	9:00-10:50	Grackel
				LAB	R	1 - 1:50	Whitburn
	Total Credits	10					
14	Trivial Crossroads	2	20	UNIV 110	MWF	10 - 10:50	Reynolds
		3		GEOG 267	MWF	2 - 2:50	Sowers
		2		BIT 123	MW	8 - 8:50	Seymore
	Total Credits	7					
15	Balancing Instinct	2	18	UNIV 110	TR	9 - 9:50	Standar
		2		HPER 126	MW	2 - 2:50	Eckmann
		4					
16	Muddy Water	2	15	UNIV 110	F	2-3:50	Gilseth
		4		Chem 127: Chemistry of the Environm	MWF	10-10:50	Clayton
				lab	F	12-1:50	Clayton
		3		ART 250	MWF	1-3:50	Olson
	Total Credits	9					
17	Supernatural	2	22	UNIV 110	MW	12 - 12:50	Kouhant
		3		COMM 110	MWF	11 - 11:50	Watson
		3		Q 201	TR	11 - 12:45	Spalden
	Total Credits	8					

The CAEPCon is an opportunity to share evidence of innovations, continuous improvement, and transformational practice; as well as inform on the CAEP Accreditation process. At the CAEPCon, hundreds of supporters of improving teacher quality including educator preparation providers, state educational agencies, local educational agencies, educational organizations and associations gather together to share innovative ideas about accreditation's role in ensuring candidate readiness. Our focus is on capacity building as well as information and strategies.

Team:

Timothy Morris - Math ED

Gregory Sampson-Gruener - SPED

Thomas Erik Kana – TEHP Chair

Jan Repnow – BIT, Secondary ED

Deb Jensen - MEd.

Warren Gamas, Interim co-Dean CEHS

Program structure	ED 260 ED 260L	Ed 281 ED 282L	ED 283 Ed 284L	Ed 320 ED 321L	ED 322 ED 323L	Methods	Student Teaching ✓
Course changes	Eliminate ED 250	Renumber Ed 460 as 281 and create ED 282L	Renumber Ed 470 as Ed 283 and create ED 284L	Create ED 321L	Create ED 322 and ED 323L	No changes Some depts. may choose to separate out practicum credits	Reduce number of student teaching credits by 2 in all programs Create Student teaching seminars
Clinical component	1. 12 hours of observation 2. Shadow Day 6 hours	1. Fall Experience (4 days) 2. Collaboration hours (G/T, SPED, Title, ELL) 12 hours	1. Service learning 2. Engagement with professional organizations 20 hours	Small group interventions 30 hours	Small group interventions 30 hours	1. 60 hours required 2. Minimum of one supervision visit required 3. Regular schedule required	No changes
Common Assessments	Early Level Clinical Form	Early Level Clinical Form	Early Level Clinical Form	Mid level Clinical Form & Evidence of Student Learning I	Mid level Clinical Form	Final Clinical Form	Final Clinical Form & Evidence of Student Learning II

Department/major specific changes -- Pilot program

- I. Create a new 1 credit Diagnostic Teaching course (ED 271) with a corresponding ED 271L (0 credits). ED 271L will involve 2 hours/wk tutoring for a total of 30 hours over the course of the semester. (PLUS ONE CREDIT TO PROGRAM/MAJOR) Tutoring can happen in a variety of settings, include paid settings, provided that the student is able to accomplish the required tasks for ED 271, which will include administration of an assessments and teaching directed at the results of that assessment. A teacher work sample "Evidence of Student Learning" will be submitted. Purpose of this course and clinical experience is to introduce candidates to the ideas behind data driven instruction in a one-on-one setting. The experience will also help teacher candidates prepare for the Evidence of Student Learning assessment during ED 321L
- III. This course and clinical experience will also allow us to examine the relationships between this course and teacher candidate exit scores and proficiencies
- IV. Individual departments/majors may choose to require this course for their program/major or leave it as an elective option.

Summary of Program changes

1. Raises program by 1 credit due to Ed 320 (3 cr) becoming ED 320 and ED 322 (each 2 credits)
2. Increases clinical hours by 110 hours and 4 days
3. Adds student teaching seminars, 2 cr
4. Reduces student teaching CREDIT requirements by 2 but does not decrease number of weeks of student teaching

Summary of Course Changes

1. Eliminate ED 250
2. Create ED 260L
3. Rename and renumber ED 460
4. Rename and renumber ED 470
5. Create ED 282L
6. Create ED 284L
7. Create ED 321L
8. Create ED 322
9. Create ED 323L
10. Create Ed 482, ED 483, Ed 484 Student teaching seminars

Load Expectations for clinicals

Ed 260L: Placements will be arranged through TAFP Office; no supervision required; assignments graded as part of the class
ED 282L: Placements arranged through TAFP Office; 1 supervision visit by faculty member or clinical educator (whoever is assigned load for ED 282L) per student required; contact with teachers and schools by instructor also required
ED 284L: Placements and projects reported to TAFP Office; approved by faculty member of clinical educator; 1 supervision visit by faculty member of clinical educator required.
ED 321L: Placements arranged through TAFP Office; 1 supervision visit by faculty member or clinical educator (whoever is assigned load for ED 282L) per student required; contact with teachers and schools by instructor also required
ED 323L: Placements arranged through TAFP Office; 1 supervision visit by faculty member or clinical educator (whoever is assigned load for ED 282L) per student required; contact with teachers and schools by instructor also required

Changes to load in Fall Semesters once program is completely operational:

Elimination of Ed 250 is minus 10 load
Addition of ED 282L is plus 1; Addition of ED 284L is plus 1; Addition of Ed 321L is plus 1.5; Addition of Ed 323L is plus 1.5;
Addition of Ed 322 is plus 3
Addition of ED 271/271L optional by department, 2 sections/1 credit each
Total impact: 0 load change in Fall

Impact of student teaching seminar on load

Student teaching seminar is rotated between departments
Elementary Education: 2 sections per semester, plus 4 to load; Secondary programs: 1 section per semester, plus 2 to load in varied departments; K-12 programs: 1-2 sections per semester, plus 2-4 load to varied K-12 departments

Changes to load in Spring Semesters once program is completely operational:

Elimination of Ed 250 is minus 8 load
Addition of ED 282L is plus 1; Addition of ED 284L is plus 1; Addition of Ed 321L is plus 1.5; Addition of Ed 323L is plus 1.5;
Addition of ED 322 is plus 3
Addition of Ed 271/271L optional by department, 2 sections/1 credit each

Total Impact: +2 impact on load in spring

Professional Education Sequence (Old program)

ED 250 (or 250H) Found of Ed 2 cr
ED 260 (or ED 260H) Ed Psych 2 cr

ED 320 Curr, Plan & Assessm 3 cr

ED 380 Tech in Tchng 2 cr

ED 460/460H Mng the Lrng Env 2 cr

ED 470 /470H Tchng Div Lrn 2 cr

Psych 255 Chd & Ad Psych 3 cr
SPED 110 Intro to Exc Chd 3 cr
SS 283 Eth & Cul Div in Am 3 cr

Methods

Discipline specific methods 3-4 cr

Student Teaching

ED 491 Kindergarten 4-16 cr
ED 492 Elementary 4-16 cr
ED 493 Secondary 4-16 cr
ED 494 K-12 4-16 cr
ED 495 Special Areas 4-16 cr
ED 497 Mentored Clinical 5-16 cr

Total Credits: 37 - 42

Professional Education Sequence (New Program)

Eliminate

ED 260 (or ED 260H) Ed Psych 2 cr
ED 260L Clinical I 0 cr

ED 320 Curr, Plan & Assessm I 2 cr
ED 321L Clinical IV .5 cr
ED 322 Curr, Plan & Assessm II 2 cr
ED 323L Clinical Clinical V .5 cr

ED 380 Tech in Tchng 2 cr

ED 281/ED 281H Mng the Lrg Env 2 cr
ED 282L Clinical II .5 cr

ED 283/ED 283H Tchng Div Lrn 2 cr
ED 284L Clinical III .5 cr

Psych 255 Chd & Ad Psych 3 cr
SPED 110 Intro to Exc Chd 3 cr
SS 283 Eth & Cul Div in Am 3 cr

No required changes

Reduction in student teaching by 2 credits for all programs

Addition of ED 482(Early Childhood & Elem
ED 483 (Secondary) or ED 484 (K-12 areas: PE,
SPED, Music, Art) for 2 credits to each program

Total credits: 38-43

Detailed description of program changes by course

ED 250 Eliminate

ED 260 No changes

ED 260L New course: **Clinical I: 0 credits**

Observation hours in a variety of settings connected to ED 260 content + Shadow Day (20 hours)

ED 281 Renumbered course: Managing the Learning Environment (ED 460)

ED 282L New course: **Clinical II: .5 credits**

Fall Experience (4 days in schools prior to start of school), observation and engagement in a variety of settings (English Language Learner classrooms, Gifted and Talented program, Title I classrooms) (4 days plus 12 hours)

ED 283 Renumbered course: Teaching Diverse Learners (ED 460)

ED 284L New course: **Clinical III: .5 credits**

Service learning project, Professional organization experiences; emphasis on technology and Diversity (20 hours)

ED 320 Change of title, change of credits (3 to 2 cr): **Curriculum, Planning and Assessment I: Focus more on curriculum and the planning process, add emphasis on technology and diversity**

ED 321L New course: **Clinical IV : .5 credits**

Substantial and ongoing involvement in a school working with small groups and intervention planning and strategies (30 hours)

ED 322 New course: **Curriculum, Planning and Assessment II: 2 credits; Increased focus on assessment and data driven instruction**

ED 323L New course: **Clinical V: .5 credits**

Continued involvement in a school working with small groups and intervention planning and strategies (30 hours)

ED 482, 483, 484 Student teaching seminar

Programs affected by change in Professional Education Sequence

- BSE in Math
- BSE in Music
- BSE in Art
- BSE in English
- BSE in Communication Arts
- BSE in History
- BSE in Social Science
- BSE in Physical Education
- BSE in Biology
- BSE in Earth Science
- BSE in Chemistry
- BSE in Business
- BSE in Early Childhood Education
- BSE in Elementary Education
- BSE in Foreign Language: German
- BSE in Foreign Language: Spanish
- BSE in Theater Arts
- BSE in Special Education

Student Teaching Seminar Proposal

A 2-SH Student Teaching Seminar will be required of every teacher education candidate at Minot State University. The course will have an education prefix and a number that partners it with the appropriate student teaching category as follows:
 ED 482 Student Teaching Seminar Elementary and ED 492 Student Teaching Elementary
 ED 483 Student Teaching Seminar Secondary and ED 493 Student Teaching Secondary
 ED 484 Student Teaching Seminar K-12 and ED 494 Student Teaching K-12.
 Student teachers who have placements in more than one area would only need to take one student teaching seminar course.

We would like to limit the number of candidates in each seminar section to 15 to allow for higher levels of interaction. Based on the student teaching placement data below, we anticipate the need for 2 sections of ED 482, 1 section of ED 483, and 2 sections of ED 484 each semester. Faculty assigned to teach these sections can be rotated by semesters. For the secondary and K-12 sections, the faculty can be rotated by program from semester to semester to spread the load over programs. Should discipline specific support be needed at a given class session, faculty from disciplines can be called in as visiting faculty.

2013 – 2014

EIEB	Fall 2013	24	Spring 2014	40	Total 2013-2014	64
K-12	Fall 2013	20	Spring 2014	25	Total 2013-2014	45
Secondary	Fall 2013	9	Spring 2014	13	Total 2013-2014	22

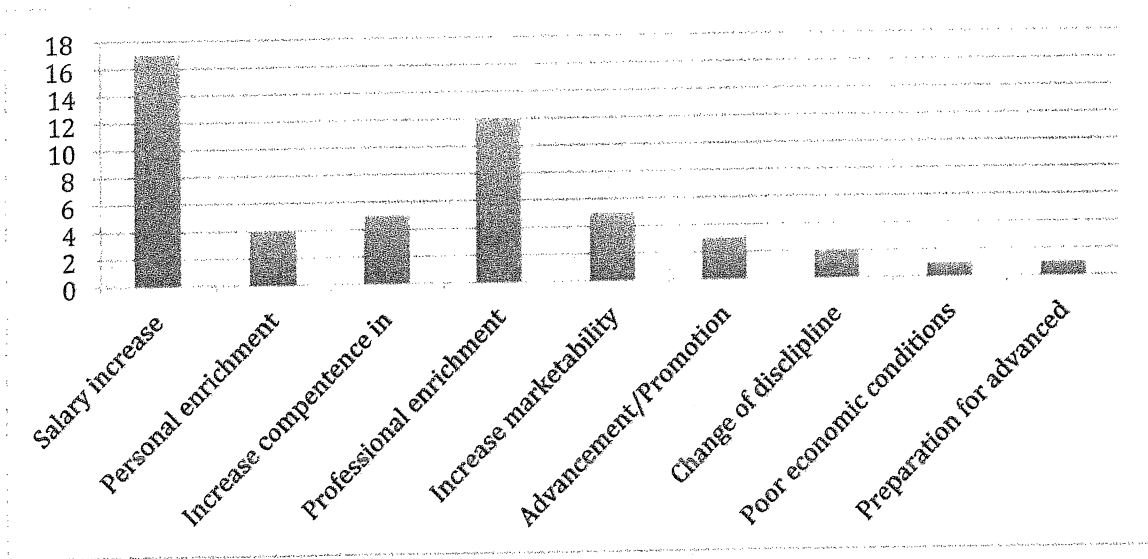
2014 – 2015

EIEB	Fall 2014	28	Spring 2015*	32	Total 2014-2015	60
K-12	Fall 2014	31	Spring 2015*	19	Total 2014-2015	50
Secondary	Fall 2014	13	Spring 2015*	13	Total 2014-2015	26

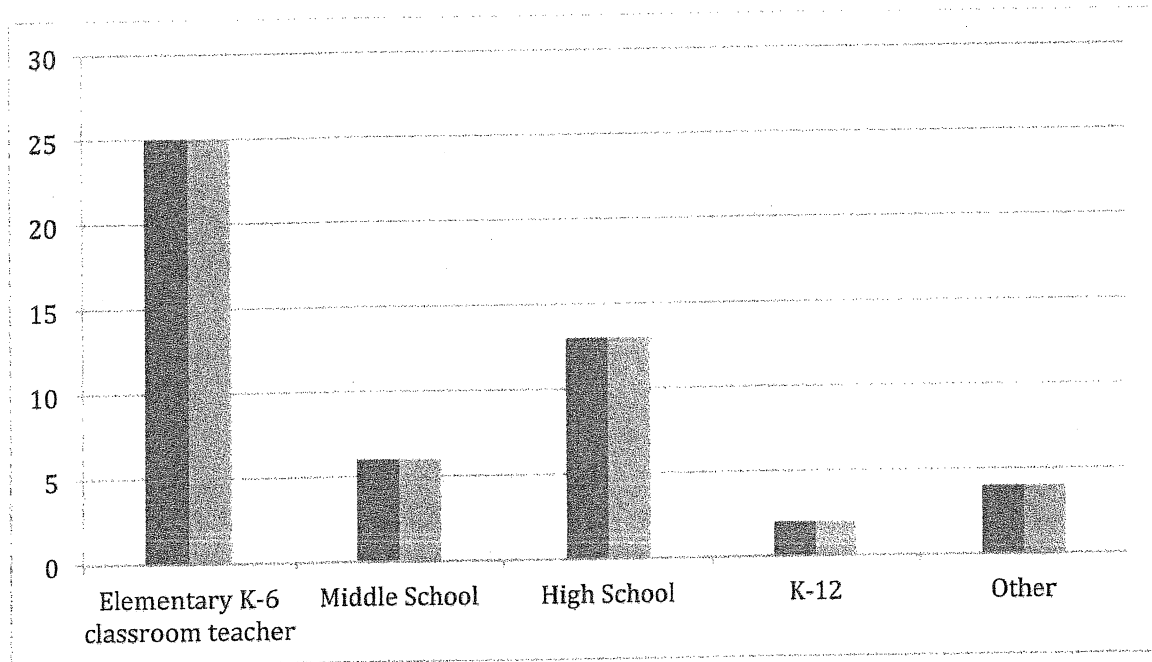
In order to not require additional course credits we propose that the number of credits for student teaching be reduced by 2 without changing the number of weeks required for student teaching.

MSU and the Mid-Dakota Education Cooperative (MDEC) surveyed area teachers from 2/16/2015 to 3/10/2015. Of the 157 responses collected, 50 respondents stated they were "Considering graduate school" and are included in the graphs below.

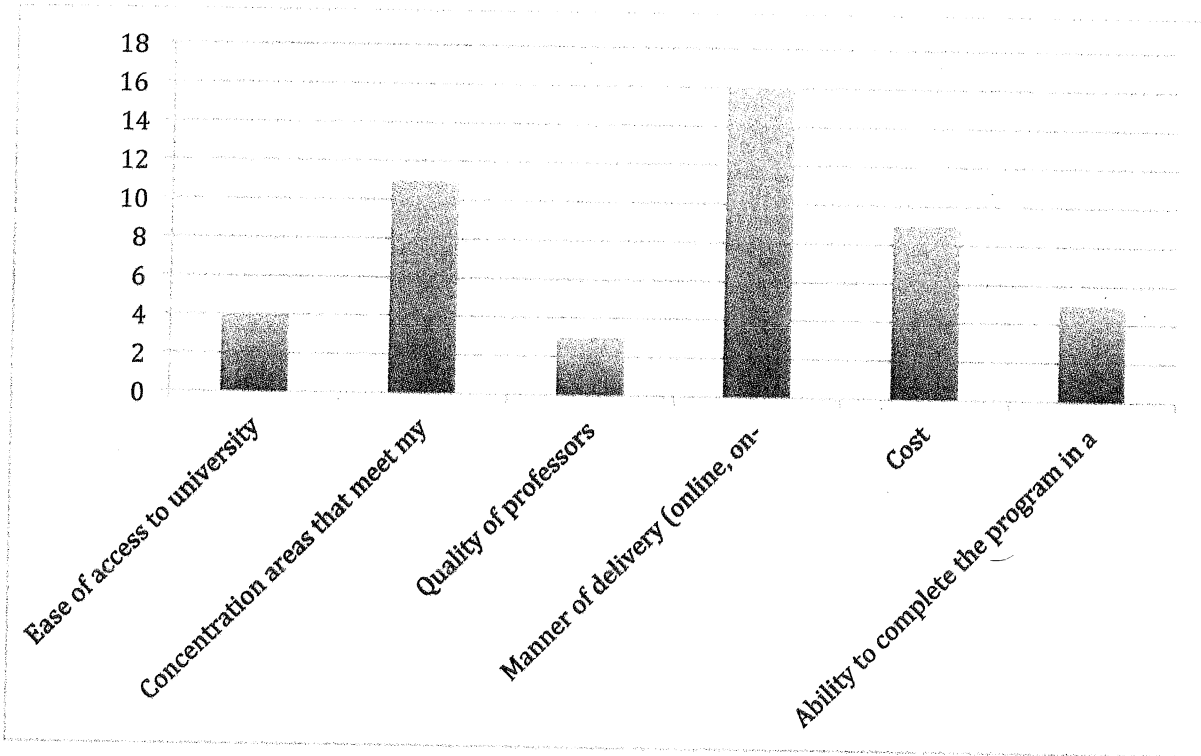
What would be your primary reason (purpose) for pursuing a Master's degree?



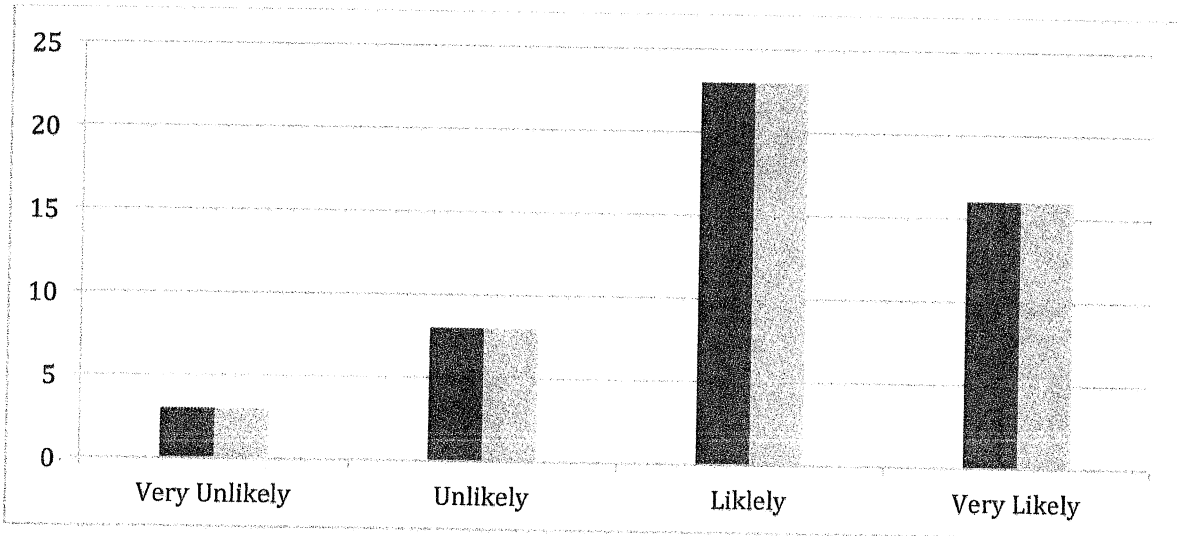
What is your primary current grade and subject teaching assignment?



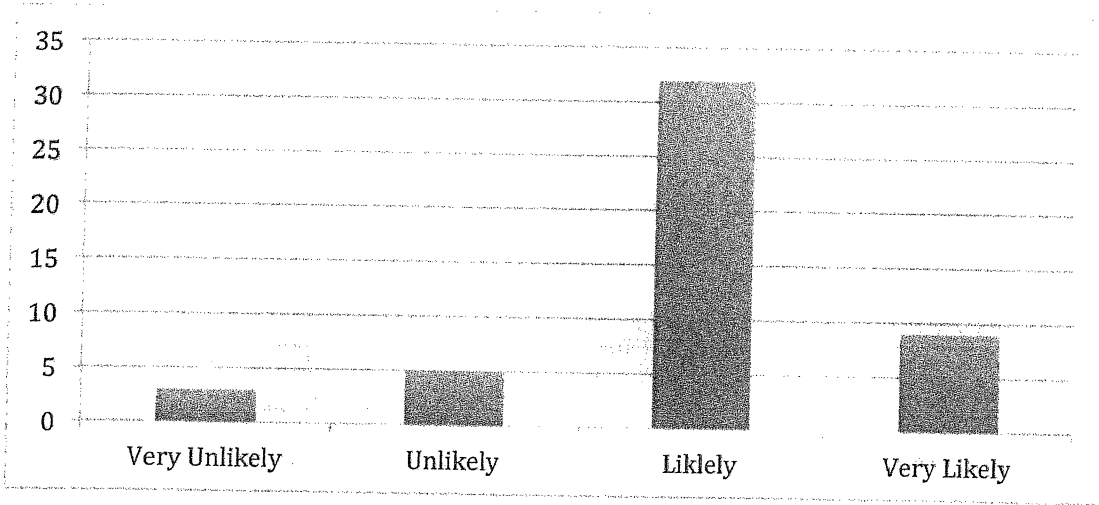
In selecting where you'll pursue your master's degree, which characteristics of the master's program would be most important?
(Select only one)



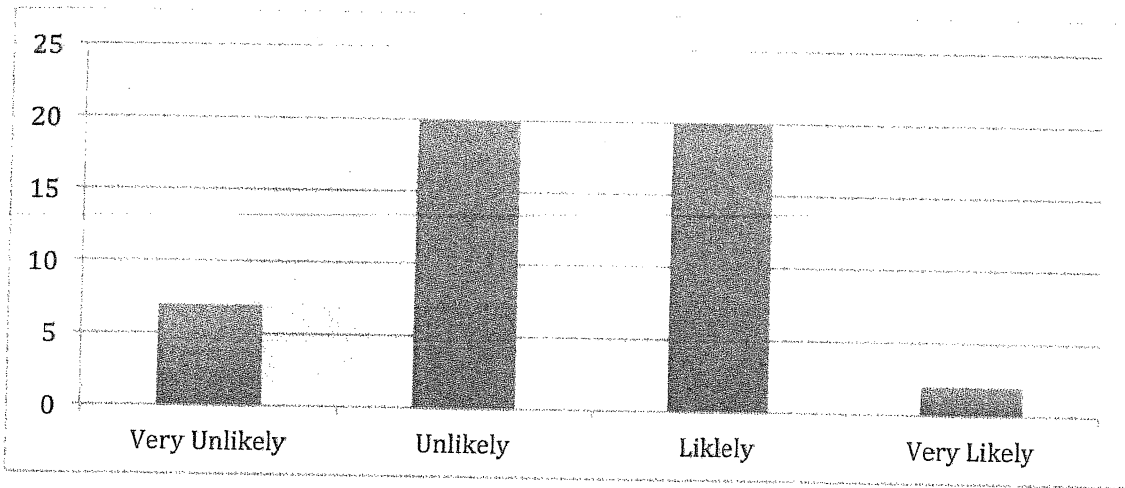
How likely are you to enroll in a graduate program offered in the following manners? [Online - asynchronous, self-study, self-paced]



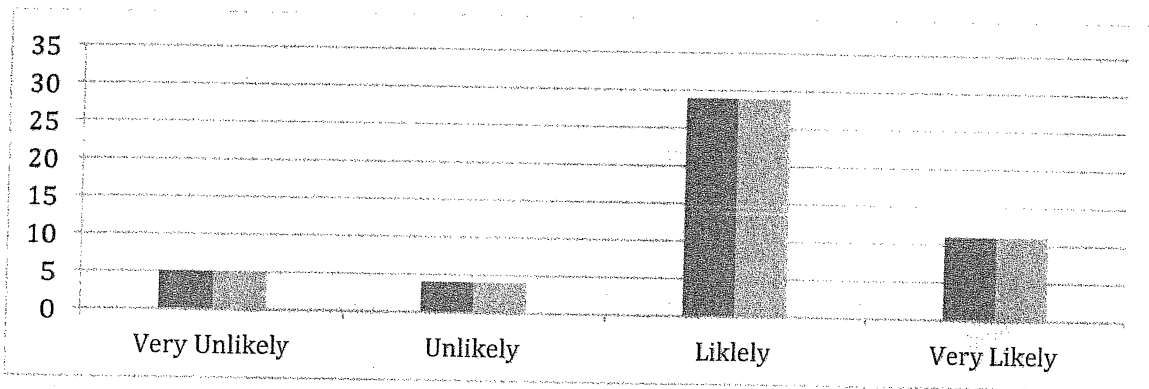
How likely are you to enroll in a graduate program offered in the following manners? [Online - synchronous, regular classes are delivered online; students are in their homes]



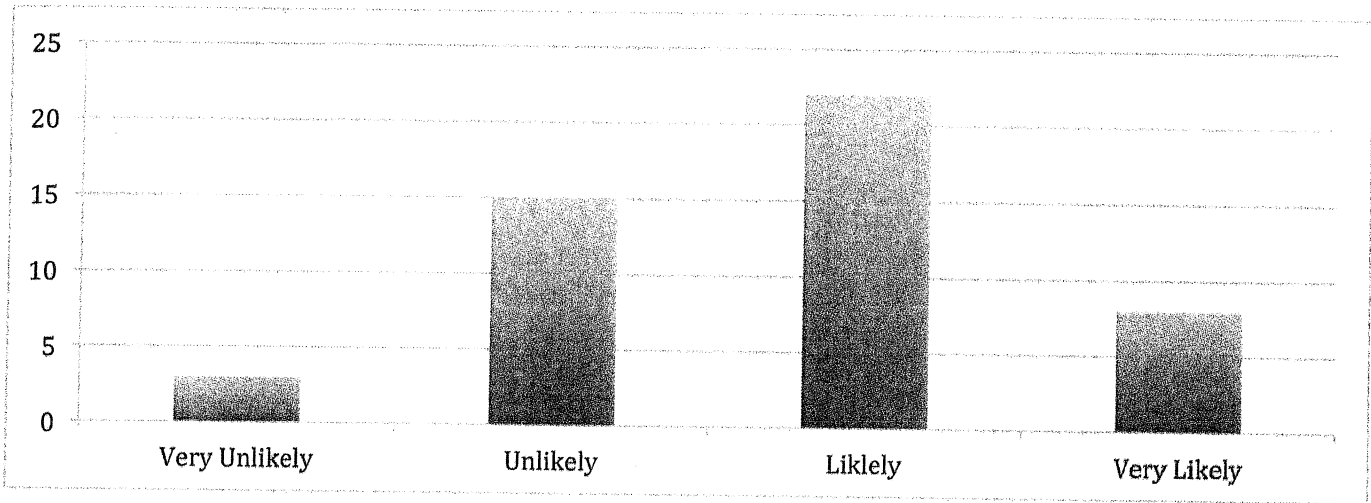
How likely are you to enroll in a graduate program offered in the following manners? [Interactive Television - Synchronous, regular class offered online; students attend at a school in their community]



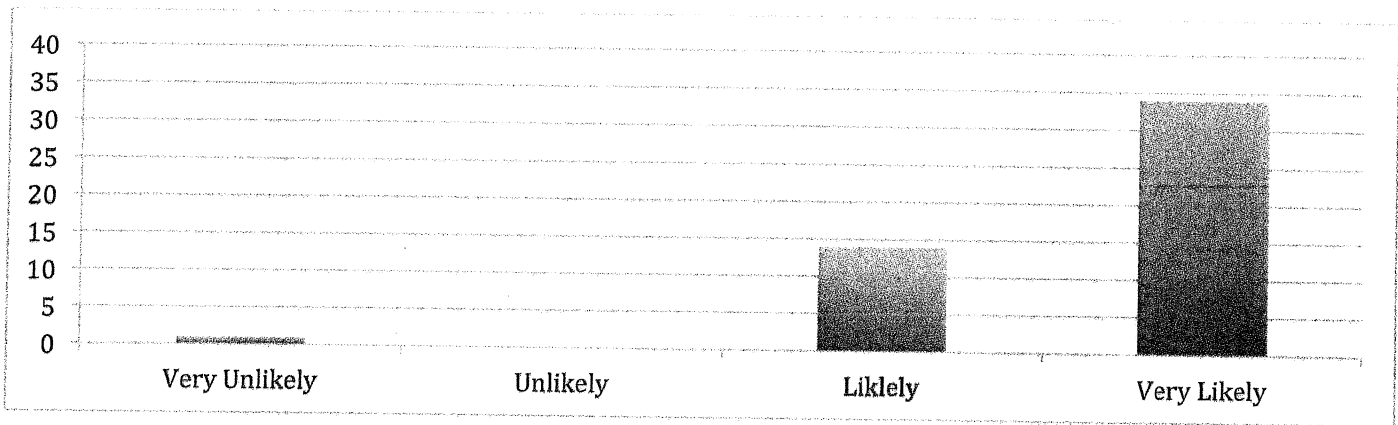
How likely are you to enroll in a graduate program offered in the following manners? [Blended: Online during academic year, short on-campus summer session]



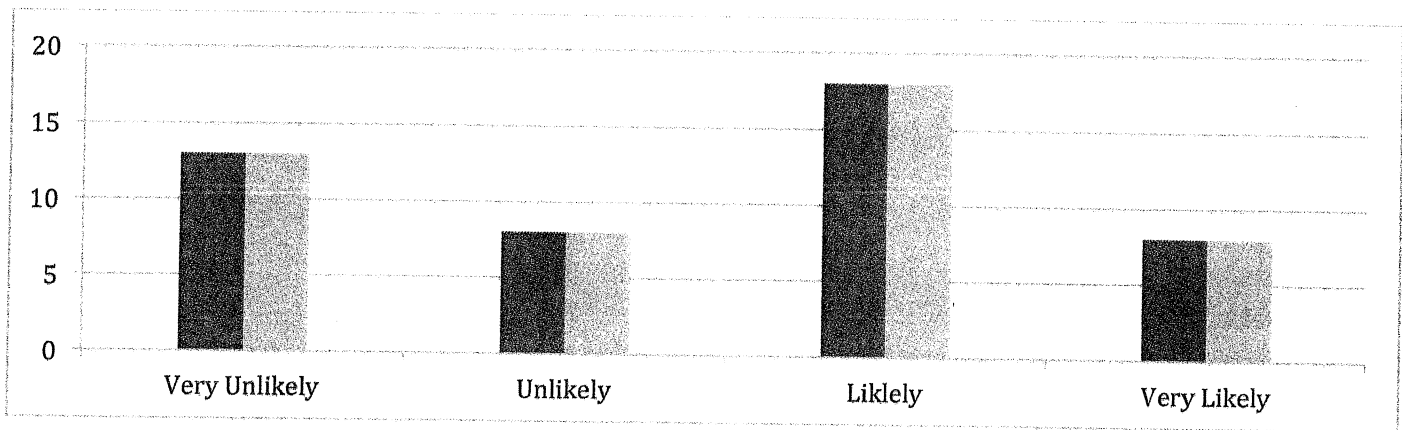
How likely are you to enroll in a graduate program offered in the following manners? [Blended: During the academic and summer session courses are offered online with face-to-face meetings at the beginning, midterm, and finals]



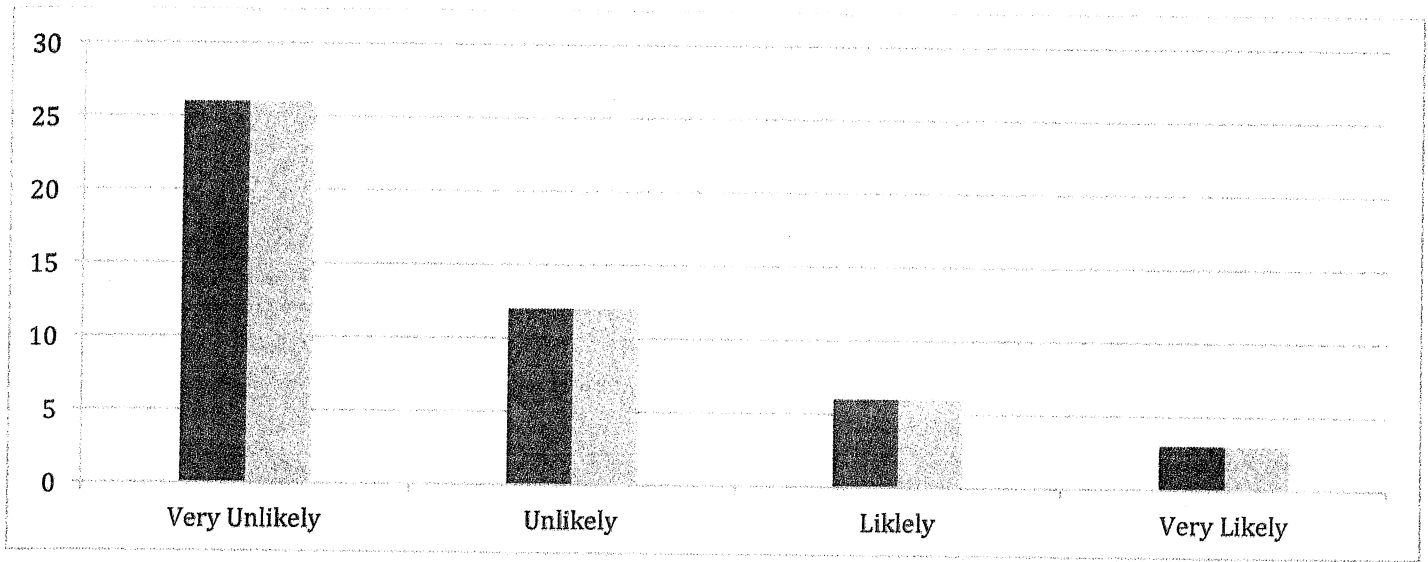
As you think about a face-to-face component of a graduate program, how likely are you to enroll if that component were in the following locales? [In my community]



As you think about a face-to-face component of a graduate program, how likely are you to enroll if that component were in the following locales? [Within 50 miles]



As you think about a face-to-face component of a graduate program, how likely are you to enroll if that component were in the following locales? [Within 100 miles]



Can you please add the two below study tour proposals to the agenda. Both proposals received unanimous support by the International Advisory Committee on 3/3/15.

1. Review of Ceramics study tour proposal to China (summer 2016) by Linda Olson. Relevant documentation is attached.
2. Review of Theater study tour proposal to Ontario, Canada (fall 2015- August 24 to 30) by Carlen Gilseth. Relevant documentation is attached, and please also look at the below links:
 - a. Festival information: www.stratfordshakespearefestival.com
 - b. Lodging information: www.sgh.stratford.on.ca/residence/
 - The website rates have not been updated since 2013, but Carlen confirmed that they are still the same.

Linda and Carlen have both informed me that they will be present at the AAC meeting at 1:00.

Thank you,

Libby Claerbout
Director, Office of International Programs