

International Studies Curriculum and Academic Policy Committee Bylaws

Article I

Name

The name of this organization shall be the International Studies Curriculum and Academic Policy Committee of the Faculty of Arts and Sciences of The College of William & Mary in Virginia, hereinafter referred to as the ISCAPC.

Article II

Purpose

The International Studies Curriculum and Academic Policy Committee is an Arts & Sciences body appointed by the Dean of the Faculty of Arts and Sciences that serves a double purpose: 1) to advise the Dean of the Faculty of Arts and Sciences on matters pertaining to international studies; and 2) to ensure faculty oversight and development of the international curriculum, including the concentrations in International Studies and undergraduate study abroad programs. The ISCAPC shall report periodically on its activities to the Dean of the Faculty of Arts and Sciences.

Article III

Jurisdiction

Section 1. The ISCAPC shall assess and approve/disapprove all proposed international studies curricula within Arts & Sciences. ISCAPC will be responsible for overseeing the academic policies of the College's undergraduate study abroad programs insofar as these policies concern faculty and students in Arts & Sciences. ISCAPC's oversight responsibilities shall include curricula and course content of study abroad programs, study abroad enrollments, transfer credits from study abroad programs, and academic issues related to the Resident Directors. ISCAPC's recommendations on academic policy will be forwarded to the Faculty of Arts and Science's Educational Policy Committee, which will receive and approve/disapprove all of the ISCAPC's curricular proposals.

Section 2. The ISCAPC shall develop—in consultation with the Reves Center—policies for the management of undergraduate study abroad programs.

Section 3. The ISCAPC shall receive reports from the Concentration Faculty Advisory Committees (hereafter CFACs) at least once per year and also review recommendations made by these committees at any time.

Section 4. The ISCAPC shall assess curricula and make recommendations regarding all proposed undergraduate programs abroad as well as proposed changes to existing undergraduate programs.

Section 5. The ISCAPC shall review applications and recommend the appointment of resident directors and teaching faculty for W&M undergraduate programs abroad and receive resident director reports.

Section 6. The results of ISCAPC's deliberations will be forwarded to the Faculty of Arts and Science's Educational Policy Committee and, where appropriate, to the Dean of the Faculty of Arts and Sciences and the Dean of International Affairs.

Article IV **Representation**

Section 1. The ISCAPC shall include five members representing the Faculty of Arts & Sciences appointed by the Dean of the Faculty of Arts and Sciences, of whom at least one will have experience as a Resident Director and at least two will be chairs or representatives of the CFACs or representatives of other international studies concentrations. It is suggested that among these five members at least one will represent the Department of Government and at least one will represent the Department of Modern Languages and Literatures. At any time, no more than two ISCAPC faculty members will be from a single academic department.

Section 2. The Schools of Business Administration, Education, Law, and Marine Science shall each have one elected or appointed member, should they wish to be represented.

Section 3. All elected or appointed faculty members on ISCAPC must be tenured or tenure-eligible.

Section 4. Ex officio members shall include the Dean for Educational Policy and no more than three representatives from the Reves Center.

Section 5. Two student representatives will be appointed each year by the Dean of the Faculty of Arts and Sciences.

Section 6. The Committee will select its own chair.

Voting Rights

Section 1. Each Arts and Sciences faculty representative shall have one vote.

Section 2. Only one representative of the Schools may vote at any given meeting of ISCAPC. This representative shall be determined by a caucus among the school members.

Section 3. The Dean for Educational Policy shall have the right to vote. Only one representative from the Reves Center may vote at any given meeting of ISCAPC. This representative, to be determined by the Reves Center, must be a tenured or tenure-eligible Arts and Sciences faculty member.

Section 4. Only one of the two student representatives shall have the right to vote at any given meeting of ISCAPC. This representative shall be determined by the two students.

Article V **Membership**

Section 1. The members of the ISCAPC from the Faculty of Arts and Sciences shall serve terms of three years so adjusted that approximately one-third of the members shall assume office at the first regular meeting of each academic year.

Section 2. Arts and Sciences faculty vacancies, and student vacancies shall be filled promptly by the Dean of the Faculty of Arts and Sciences. New ISCAPC members filling the vacancies should represent the same constituency as the faculty members being

replaced.

Responsibilities

Section 3. Duties

Members are expected to attend scheduled meetings as regularly as possible, and, when not, to submit opinions on relevant business.

Section 4. Meetings

The ISCAPC will normally meet monthly during the academic year. Business items should be submitted to the Chair for inclusion on the agenda.

Section 5. Reports/Records

It is the responsibility of the Chair to submit, annually, both an oral and a written report of ISCAPC activities to the Faculty of Arts and Sciences. Members will be called upon by the Chair to record minutes. The Chair will collect and file said minutes, to be kept with other ISCAPC documents (agendas, amendments, etc.).