



FRANCIS MARION UNIVERSITY
OFFICE OF INTERNATIONAL PROGRAMS
IE DEPARTMENTAL ASSESSMENT PLAN

ASSESSMENT PLAN PERIOD: July 1, 2018- June 30, 2019

DEPARTMENTAL MISSION STATEMENT: The core mission of International Programs is to provide exceptional educational programs and experiences for students, faculty and staff in the classroom as well as beyond our campus confines. International Programs augment this mission by assisting the faculty in creating and maintaining opportunities combining academic rigor with experiential learning through immersion in culturally significant international settings. These settings most often include our exchange partners located in Canada, Ecuador, France, Germany, Ireland, and the United Kingdom.

Goal	Desired Outcome	Assessment Methods and Procedures	Results	Planned Improvements Based on Assessment Results/Action Items
Restructure the international programs office to include an administrative assistant	Transfer all administrative tasks currently divided among the Director and Co-Coordinator to the new administrative assistant (organization of all outgoing and incoming applications, maintenance of SEVIS (Student Exchange Visitor Information System), communication between students, faculty, and exchange partners, maintenance of all MOAs (Memorandums of Understanding), exchange correspondence, and maintenance of FMU international Programs webpage).	<p>Baseline: NA</p> <p>Benchmark: Reassign all administrative tasks to the Administrative Assistant and include her into all communication with exchange partners, faculty liaisons, administration, staff, current and past exchange students, and and exchange partner offices.</p> <p>Target: Formalize all administrative tasks related to international programs for 2019 – 2020.</p>	The Administrative Assistant has been able to take on the tasks assigned, organize all incoming applications, and field any questions regarding International Programs from faculty and potential interested students.	Be assigned as a J-1 VISA Alternate Responsible Officer (ARO) to process DS-2019 for incoming exchange students, as well as continue to formalize all International Programs operations - Student Exchange applications (incoming and outgoing), Faculty International Orientation (FIO), International Collaboration Grants (ICGs). Maintain the SEVIS accounts to prepare for yearly reviews and the recertification process.

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Establish new partnerships with universities abroad to expand the exchange opportunities for FMU students.	Sign memorandum of agreements (MOAs) with Carlow College, St. Patrick's (Ireland) and University College Cork (Ireland) to establish exchange opportunities for students interested in studying abroad, particularly those in Liberal Arts and Business.	<p>Baseline: FMU has successfully signed exchange agreements with universities overseas, eight of which are currently active exchange partners.</p> <p>Benchmark: Come to an understanding with the two universities and sign an agreement that will be beneficial to FMU students.</p> <p>Target: Continue to strengthen the relationships with the universities and establish faculty exchange opportunities at those universities in the future.</p>	FMU successfully added two partner universities to the list of exchange universities. Since the signing of the agreement, we have had four students participate in the exchange program with the new partners at UCCork and Carlow College, St. Patrick's.	International Programs will continue to work closely with the Faculty Liaisons to promote exchange opportunities at Carlow College and UC Cork. We are currently in the process of exploring new partnerships with a business school in France. Evaluations and site visits by faculty will be conducted prior to any agreement being signed.
Evaluate and assess current Memorandums of Agreement (MOAs) with exchange partners and re-sign contracts for three more years.	Re-sign the memorandum of agreement (MOAs) with current partners in the UK (De Montfort University), France (Université Caen Basse Normandie), and Coastal Carolina University in the USA, in order to continue exchange opportunities for students and faculty in these locations for students for the next three years..	<p>Baseline: Establish whether the current agreement and university environment has been beneficial to the students. If so, the agreement is extended by three years.</p> <p>Benchmark: Evaluate whether the current agreements with the universities have been reciprocal, and more importantly, beneficial to FMU Students. If so, extend the agreement for another three years.</p> <p>Target: Continue to foster the relationships with De Montfort University, Université Caen Basse Normandie, and Coastal Carolina, and expand exchange to include faculty and other academic departments more inclusive of STEAM (Science, Technology, Engineering, Arts, Mathematics)</p>	Three MOA's have been resigned with De Montfort University, Université Caen Basse Normandie, and Coastal Carolina University. Over the past 9 years, we have sent 12 students to Caen, over 20 students to De Montfort, and one student on an exchange program through Coastal Carolina University.	International Programs will continue to foster the partnerships established with all three universities. We will work with faculty liaisons to help promote opportunities offered through Coastal Carolina University in order to increase our presence there. These opportunities include Coastal Carolina University joining our research and teaching travel studies at WildSumaco biological research site (Ecuador) and at the Europäische Akademie Otzenhausen, Germany.

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<p>Develop an internal assessment and program evaluation instrument based on the viewpoint of our outgoing and incoming exchange students and faculty.</p>	<p>Establish a program evaluation form to assess the overall satisfaction/dissatisfaction with the current international exchange program and focus on the areas which need improvement.</p>	<p>Baseline: NA Benchmark: Implement the program evaluation beginning with those students who returned from their exchange program experiences in Spring 2019 Target: Gather enough data from the evaluations to implement any changes on a regular basis to make the program more successful and rewarding for students and staff.</p>	<p>A survey for the students has been drafted but is yet to be implemented for the academic year. Due to time constraints and changes in staff, the roll-out of the survey to all students participating in exchange programs will be implemented in Fall 2019, beginning with the students who participated in an exchange program for the Spring 2019 semester.</p>	<p>International Programs will implement the assessment tool for the student exchange beginning Fall 2019. Reviews and modifications to the survey will be made on a regular basis, so as to gain a better comprehensive view of the students experiences and the program areas which need improvement.</p>

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<p>Apply and receive recertification with the US Department of State for J-1 Visa processing.</p>	<p>Collect and organize all necessary paperwork required for recertification and complete the process before the deadline given.</p>	<p>Baseline: Received initial certification in 2016 Benchmark: Apply and receive recertification for 2018. Target: Establish a streamline process to prepare and apply for recertification on a biannual basis with the U.S. Department of State.</p>	<p>International Programs received recertification as a sponsor for the J-1 VISA from the Department of State for the next two years, i.e. until 2020.</p>	<p>Create a process to prepare for recertification in a timely manner - organize all necessary paperwork; prepare yearly program evaluation, update the designated Responsible Officers/Alternate Responsible Officers in the SEVIS system, and receive biannual recertification in 2020.</p>