

BOARD OF TRUSTEES
New England Commission of Higher Education (NECHE)
Substantive Change Proposal Summary
Fitchburg State University Proposed Partnership with AUIA Summer School
October 30, 2018

AUIA International Summer School Description

AUIA International Summer School was established in 2011 to provide credit based courses for international students who study in the U.S. and want to continue their education while home for the summer by enrolling in courses that are taught in English and that can be applied to their U.S. degree. AUIA has campus locations at Universities in Taipai Taiwan, Seoul South Korea, Beijing China and Shanghai China.

Partnership Description

Fitchburg State University is considering a partnership with AUIA International Summer School that would allow Fitchburg State University approved undergraduate credit based courses to be taught by Fitchburg State University faculty at an international location operated by AUIA International Summer School. The University would like to begin offering courses with AUIA International in China in the summer of 2019. If successful, the University will consider expansion to other AUIA locations. The University will pilot a small number of courses in summer 2019 and increase the number of courses in subsequent summer sessions dependent on AUIA recommendations and enrollment.

Location Shanghai University of Finance and Economics, China

Faculty

Fitchburg State faculty are eligible to participate. Interested faculty members must be approved to teach by their academic department chair and dean. They will be hired and paid by AUIA to teach. Faculty can teach a maximum of two courses. Each course meets for two hours every day, Monday-Thursday. Faculty are assigned a Teaching Assistant who participates in each class meeting and also facilitates an additional two hour session for students on Fridays.

Target Audience

The target audience for the Fitchburg State University courses offered through AUIA International Summer School are non-degree seeking students who live in China and other Asian countries but are enrolled at US Universities as international students and are home for the summer.

Courses

The Fitchburg State University courses offered through AUIA International Summer School will be general education courses that students can transfer into their degree program at the University in which they are enrolled. Students enrolling in the AUIA International Summer School courses are required to gather permission to transfer these courses prior to their enrollment. This permission is reviewed and confirmed by a

representative of AUIA. All courses need to have a minimum of 7 students to run and a maximum of 30 students total.

Next Steps

1. The University needs to gain approval from the New England Commission on Higher Education (NECHE) by submitting a Substantive Change Request. Although, Fitchburg State has a very successful record of partnering with organizations to offer Fitchburg state programs and courses off-campus, NECHE stated that offering courses internationally requires formal review and their approval. This proposal request has been drafted and will be submitted to NECHE pending approval from the Board of Trustees. The University has been granted until November 2nd to submit the request in order to be included on their November Commission meeting agenda.
2. The NECHE Commission meets November 15th-16th to discuss and decide upon all submitted substantive change requests. The Commission's decision will be communicated verbally to President Lapidus about one week after the November meeting with formal written notification transmitted several weeks later.
3. The University is in the process of reviewing and preparing a contract with AUIA in anticipation of Board and NECHE approval. This contract will be reviewed by appropriate University staff as well as University counsel. The goal is to have an executed contract by the end of November.
4. The University will begin recruiting faculty to teach with the understanding that nothing can be confirmed until after the Board of Trustees and the NECHE have approved. It is anticipated that AUIA would be prepared to send faculty contracts early December 2018.
5. AUIA will begin recruiting students in December 2018.
6. The AUIA Summer Session will be offered July 1 – August 2, 2019.

Timeline

<u>Oct. 2017</u>	<u>Nov. 2017</u>	<u>Jan. 2018</u>	<u>Feb. 2018 – Oct. 2018</u>	<u>May 2018 – Sep. 2018</u>	<u>Oct. 2018</u>	<u>Nov. 2018</u>	<u>Dec. 2018</u>	<u>Jan. 2019 – Jun. 2019</u>	<u>Jul. 1, 2019 – Aug. 2, 2019</u>
AUIA presented the program proposal to the Academic Affairs Team	AUIA Presented the program proposal to the Executive Cabinet	Sought guidance from NECHE on the substantive change approval process.	University reaches out to AUIA faculty and sister institutions to gather feedback	Small University Planning Team worked on the NECHE Substantive Change Request and worked on gathering additional information about the partnership including talking to faculty members from other institutions that had taught for AUIA previously.	Board of Trustees Review / Decision	NECHE Commission Decision Nov. 15-16	Faculty can begin submitting teaching contracts with AUIA	AUIA recruitment	Summer Session
The Academic Dean's shared the information with Department Chairs					Submit NECHE Substantive Review before Nov. 2nd	NECHE notifies the University of the status.	AUIA begins Advertising and Recruiting		
						University signs AUIA contract			

University Benefits

Provide University Visibility in a New Market

AUIA will do regional advertising in Shanghai. This advertising will assist in adding promotion in areas where the University does not have an established market therefore helping to increase visibility among an international audience to promote the University's campus based degree programs. If the program expands to other AUIA locations, Fitchburg State would be promoted in those regions as well.

No Up-Front Investment -There is no upfront cost to initiate the partnership and no costs to the University other than the utilization of staff time to manage the partnership.

Scholarship Opportunities for Current Students - The partnership also offers up to 30 free seats to any Fitchburg State University student who would like to enroll in the Summer Program in China. The student would be responsible for their own airfare and accommodations.

Opportunities for Faculty - The partnership offers an opportunity for University faculty to travel and gain experience teaching in an international setting and conducting related scholarship. This type of international experience for faculty can assist in improving instructional knowledge which will improve the overall quality of education provided on our main campus.

Strategic Plan – This partnership advances the university strategic plan by addressing Goal 1, Objective 1D. that seeks to “Enhance and affirm student, faculty, and staff diversity as central to the Fitchburg State experience. Experiencing diversity expands perspectives, contributes to multicultural competence, and becomes a key element in attracting and retaining students, faculty, and staff.”

Budget Details

Faculty Payment

AUIA will pay faculty a \$5,000 teaching stipend and assign a teaching assistant for each course taught. Compensation will also include a stipend to cover housing and travel expenses.

University Payment

The University receives \$500 per student.

The chart below represents an estimated snapshot of expenses and revenue for the AUIA Partnership. Most expenses will be in the form of staff time. The Office of Extended Campus programs under the leadership of the Assistant Dean of Graduate and Continuing Education in collaboration with the Office of International Education and their Director will be responsible for managing the partnership.

The University’s extended campus office has a very successful history of managing similar partnerships. Because this partnership is with an international organization, there will be collaboration with the Office of International Education. Extended campus programs falls under the Graduate and Continuing Education department which will provide additional support and staff resources. The University is confident that it has sufficient staff resources to support the AUIA partnership. Academic oversight will follow the same infrastructure as with any campus program with course scheduling, faculty assignments and evaluation being conducted by the appropriate academic departments and deans.

AUIA Partnership Projected Income and Expenses					
Year	2019	2020	2021	2022	2023
Expected Income					
Student Enrollment/Income-	30 Students	30 Students	35 Students	35 Students	40 Students
University receives \$500 for each student enrolled.	15,000	15,000	17,500	17,500	20,000
Estimated Total Yield	8,500	9,400	11,900	11,900	13,500
Expected Expenses					
Staff Time/Resources – Based on the highest paid staff member - \$45 per hour / (In-Kind)	4,500	3,600	3,600	3,600	4,500
Miscellaneous Expenses	2,000	2,000	2,000	2,000	2,000
Total	6,500	5,600	5,600	5,600	6,500

Anticipated future developments include the expansion of international students on campus as a result of additional visibility for the University in Shanghai or other AUIA locations. The University also hopes to expand the AUIA partnership to one or more of the additional AUIA Summer Programs.

Additional Information:

- Student access to services and resources – AUIA has confirmed that students will have access to a range of resources in China including, academic support, library resources and student services. The University will also evaluate the student services and resources as part of the annual assessment of the partnership and request changes and updates as needed.
- Faculty support – The University contacted several faculty from other institutions who have taught for AUIA in previous summer sessions and received confirmation that the experience was positive. AUIA will support the faculty throughout their stay per the

contract by having a teaching assistant in the classroom and having a guide available to assist in navigating the area and other transitional challenges or factors.

- Other similar programs – Both Framingham State and Bridgewater State have similar partnerships, with Framingham having a longer history with this work. The University has contacted both institutions for guidance and support.
- Faculty Capacity – The partnership will begin with offering a small number of courses that will be taught by full-time faculty. If the partnership expands the University may need to hire additional adjunct faculty to assist with maintaining summer course needs on campus as well as in China with the AUIA program.