

NYU Accra Advisory Committee Meeting  
Second Meeting: November 18, 2013 (11:30 a.m. – 1:00 p.m. EST)

**IN ATTENDANCE**

- Awam Ampka (CAS - SCA)
- Akosua Anyidoho (NYU Accra), via teleconference
- Rosalind Fredericks (Gallatin)
- John Gershman (Wagner)
- David Ludden (CAS - History)
- Matthew Santirocco (Provost's Office)
- John Singler (CAS - Linguistics)
- Esi Sutherland-Addy (NYU Accra), via teleconference
- Global Academic Team

**COMMITTEE STRUCTURE AND AREAS OF FOCUS**

The group first discussed a number of possible areas on which they can focus their attention, including:

- identifying cross-school partnerships;
- providing guidance on the assessment process at both the course and site levels;
- facilitating relationships with institutions and organizations for academic and internship opportunities;
- developing strategies for enrollment planning; and
- fostering relationships between faculty on the Square and faculty and staff at NYU Accra.

The group then considered whether to appoint a faculty chair, and reached a consensus that there was no need to do so at the present time. A number of committee members suggested that it would be artificial to appoint a chair while the committee is in this early phase of development. Also, some departments are still working out the details of their partnerships and affiliations with the Global Academic Centers, and faculty representation on the Site-Specific Advisory Committees may not be formalized before that process is completed. In light of this, the group agreed that it would be premature to appoint a chair.

**CURRICULUM DISCUSSIONS**

Members were reminded that over the next few months, global curriculum discussions will be conducted within schools, since all courses at our sites are sponsored by departments and schools. These conversations will give committee members the opportunity to review the history of course offerings at the Global Academic Centers. While every course/instructor at the Global Sites has been approved by a department or school on the Square, it is useful to have a process

for reviewing course offerings on a consistent basis; also, departmental leadership changes frequently, and meticulous records of reviews have not been kept. The Office of Global Programs will now keep a detailed log of all Global course reviews.

After the global curriculum discussions take place in each school, the SSACs will be able to discuss academic synergies between schools and departments at the Sites.

## **ASSESSMENT TOOLS**

The committee reviewed the online assessment tools currently used by the Office of Global Programs, e.g., course evaluations, program/site evaluations, and evaluations of the pre-departure orientation process. In the ensuing discussion, it was noted that it would be helpful for site staff and faculty to have more information about students before they arrive, in particular about their level of preparation for the courses that they will take at the site. (It was noted, for example, that courses at the Global Academic Centers often have fewer restrictions than those on the Square, resulting in greater academic diversity among students.) Pre-departure orientations were mentioned as a possible venue for obtaining this information from students. This would enable site faculty to adjust their teaching as necessary.

Committee members also discussed customizing evaluation forms, e.g., adding questions specific to the sponsoring school or department, or even to the student's home school. It was noted that this is possible. The committee was asked to send in after the meeting any further suggestions they might have relevant to the various assessment surveys we administer.

## **SUMMER AND J-TERM**

The committee discussed programs taking place in Accra during summer session and J-term. During J-term, Accra typically hosts two programs: Abu Dhabi and CAS Scholars. The site has a capacity of 50 students; 32 students are in residence this semester and the same number is expected in the spring 2014 semester. But there is less room for expansion during the summer: since site staff manage five or six different school-based programs in the summer, class sizes can increase, but the number of programs hosted there cannot. The need for program and travel coordination, along with the need to meet the various expectations of different faculty and programs, make summer a labor-intensive time for the site's staff. It was suggested that more coordination of summer programs, not just in Accra but at all the Global Academic Centers might be necessary, since some Centers have more capacity in the summer than others.

## **GLOBAL CURRICULUM AND FACULTY DEVELOPMENT FUND**

Matthew shared with the group a draft of a new Global Curriculum and Faculty Development Fund (GCFDF). This will provide grants of up to \$5,000 to global faculty who propose to work with faculty and departments on the Square to improve existing courses or to undertake other projects that will promote faculty development and collaboration in connection with teaching.

The new grant will launch in spring 2014. In the meantime, the Square's longstanding Curriculum Development Challenge Fund (CDCF) has generously earmarked three grants for global faculty for this transition year. Matthew asked the committee members to get back to him with any suggestions for improving the draft of the new fund. [Subsequent to the meeting, at the request of the SSACs, the deadline for global faculty who are interested in applying for a CDCF grant was extended to January 10, 2014.]

## **NEW POLICIES AND PROCEDURES WEBSITE**

The Office of Global Programs and the Office of the Provost are developing a website to help students (and faculty) understand the academic policies that are in place at the Global Academic Centers. In some instances (e.g., attendance), the Centers have policies that do not exist on the Square. Other policies (e.g., pass/fail) may simply vary by school, an issue that the Undergraduate Deans are now exploring. Committee members were asked to review the draft website and to provide feedback.

## **STAFF AT NYU ACCRA**

Akosua Anyidoho provided the following overview of the site staff in Accra:

- **Christa Sanders (Associate Director):** Christa fosters and maintains relationships with US and local institutions, oversees internship placements, manages professional development trainings for staff, and liaises with Global Programs Office to recruit students. She develops, implements, and manages co-curricular activities and social events to enhance student cultural experiences, and designs and directs routine program evaluations. As “Wellness Coordinator” and “Safe Zone Officer,” Christa provides personal and academic counseling services for students as needed, and coordinates with the staff nurse on all student health concerns and emergencies.
- **Patricia Twum (Finance and Facilities Manager):** Patricia is responsible for the general administration of NYU Accra, including accounts, building and facilities management, program administration, insurance and legal matters, telecommunication and IT technology, and human resources. She also establishes and manages relationships with landlords and vendors, oversees staff and faculty payroll services outsourced to third parties, and develops and manages the site's annual budget.
- **Marian Ansah-Otu (Student Life and Academic Coordinator):** Marian is responsible for promoting co-curricular and direct cultural and social activities for students. She also assists with academic, administrative, programmatic, cultural, and student services' related matters such as student course registration, van scheduling, housing placement, and addressing students' concerns and complaints.
- **Victor Yeboah (Community Service/Internship Coordinator):** Victor is responsible for the organization and supervision of the student volunteer community service program, including developing relationships with placement sites, liaising with organizations,

monitoring students' work, and addressing their concerns. He also assists with student-life programming as requested and serves as a liaison between the site and the security vendor to ensure the safety and security of students, staff, and faculty.

### **ACADEMIC RELATIONSHIPS**

Akosua provided an overview of the site's relationships with other organizations and institutions, which include local universities where NYU students can enroll directly, and cultural organizations that sponsor public programming at the site. The committee recommended fostering new relationships with the University of Cape Coast and Kwame Nkrumah University of Science and Technology.

### **NEXT STEPS**

Committee members will get back to Matthew with any suggestions/revisions they have for (a) the assessment surveys (especially additional or different questions for the overall program/site evaluation form), (b) the draft of the new Global Curriculum and Faculty Development Fund, and (c) the new academic policies website.