

**NYU Prague Site-Specific Advisory Committee Meeting**  
November 26, 2013 (12:30 p.m. – 2 p.m. EDT)

**IN ATTENDANCE**

- Jo Dixon (CAS - Sociology)
- Stephen Gross (CAS – European Studies)
- Chris Jaehnig (Tisch)
- Tomáš Klvaňa (NYU Prague)
- Nancy Morrison (Global Programs)
- Jiri Pehe (Site Director – NYU Prague)
- Matthew Santirocco (Provost's Office)
- David Schroeder (Steinhardt)
- Paul Thompson (Tisch)
- Aurora Wallace (Steinhardt)

**COMMITTEE STRUCTURE**

The committee considered whether to appoint a faculty chair, a question that the Faculty Advisory Committee on NYU's Global Network had raised. Committee members present discussed several options, including having a Provostial chair, selecting two faculty co-chairs, or having no chair at all. The group ultimately agreed that no committee chair is needed at present, due to the size of the group, and that the Committee will consider the issue again next semester.

**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 Site-Specific Advisory Committees (SSACs) will be able to discuss academic synergies between schools and departments at the Sites.

Committee members inquired about the process for initiating new courses at a global site, and the following steps were suggested:

1. Faculty interested in offering a new course could contact the global academics team ([global.academics@nyu.edu](mailto:global.academics@nyu.edu)) in the Office of Global Programs. They have comprehensive knowledge of course offerings and enrollments at the global sites.

2. Following initial consultations with Global Programs, faculty could consult with department chairs to confirm that the proposed course is consistent with pathway development and other department priorities.
3. Site cohorts should be considered to ensure healthy enrollment in the proposed class. Major/minor sequences also need to be taken into account to enable students to make progress in their programs while studying at the site.

It was also noted that it is important to consult with the Site Director at each step.

Finally, the committee acknowledged the need for a closer review of cross-listed courses, which have typically developed in an ad hoc fashion. The Committee agreed to take up this issue at a future meeting.

### **NEW POLICIES AND PROCEDURES WEBSITE**

The Office of Global Programs and the Office of the Provost are developing a website to help students 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.

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

A draft of a new Global Curriculum and Faculty Development Fund (GCFDF) was shared with the committee. 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. The deadline for global faculty who are interested in applying for a CDCF grant has been extended from mid-December to January 10, 2014, at the request of another SSAC. Committee members were asked to let Matthew Santirocco know of any further suggestions for improving the draft of the new fund.

### **ASSESSMENT TOOLS**

The committee discussed 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 addition to the assessments conducted by Global Programs, NYU Prague administers its own mid-term evaluations. The group agreed that having multiple evaluations provides a more accurate assessment of student satisfaction, but also risks lowering response rates by creating "evaluation fatigue." A number of ideas were raised to address this, including administering evaluations incrementally or using random sampling. One committee member noted her department's success in surveying majors who have studied away, as well as the effectiveness of these survey results in encouraging underclassmen to study at a Global Site.

## **SITE STAFF**

Jiri Pehe provided the following overview of the staff in Prague:

- Thea Favalaro, the Associate Director, began working for NYU Prague when the site was founded in 1998. She is in charge of site operations and finances, and runs some academic functions, such as scheduling and advising. The remaining staff report to her. She works directly with NYU Prague staff accountant Jitka Kalasova and oversees the logistics of the GRI program.
- Martina Faltova, the Student Affairs Coordinator, joined NYU Prague in 2002; since 2004, she has been in charge of student life. Martina performs a broad range of tasks connected to student life and wellness, coordinates visa issues, organizes conferences and guest talks, and supervises RAs and dorm managers.

An additional support staff of seven people works at NYU Prague, with a greater local focus and less direct work with New York; three of them are dorm managers. An additional two RAs will be hired to support the large incoming class and maintain NYU Prague's 15:1 student-to-staff ratio. NYU Prague also has one librarian who oversees the Site's library of over 15,000 volumes – the largest library among the global sites.

## **ACADEMIC PARTNERSHIPS**

Jiri also provided a brief overview of the academic partnerships/relationships at NYU Prague.

## **NEXT STEPS**

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