

NYU Washington, DC Advisory Committee Meeting
Second Meeting: November 18, 2013 (3:30 p.m. – 5:00 p.m. EST)

IN ATTENDANCE

- Kerry Barrett (NYUAD)
- Pat Egan (CAS - Politics)
- Sanford Gordon (CAS - Politics)
- Ann Kurth (GIPH)
- Paul Light (Wagner)
- Nancy Morrison (Global Programs)
- Charles Seife (CAS – Journalism)
- Michael Ulrich (NYU Washington, DC)
- Matthew Santirocco (Provost’s Office)
- Laura Sponsler (NYU Washington, DC)
- 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. It was suggested that the committee develop strategies to attract students to DC, explore ways to integrate faculty on the Square into the site’s public programming, and also help link public programming to course offerings. Other ideas included:

- exploring opportunities for cross-school partnership and research
- identifying potential relationships with local institutions and organizations
- reviewing enrollment planning
- developing strategies for student engagement/advising
- communicating committee initiatives and decisions to departments and schools

The committee also considered whether to appoint a faculty chair, a question that the Faculty Advisory Committee on the Global Network raised. After a robust discussion, the committee agreed that there was no need for a chair at present, but that it would revisit the question in the future.

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. The committee was asked to send in any suggestions they might have relevant to the various assessment surveys we administer.

Quantitative data for all global course evaluations are accessible through the NYU Washington, DC Site-Specific Advisory Committee website: <https://sites.google.com/a/nyu.edu/nyu-washington-d-c-advisory-committee/>

GLOBAL CURRICULUM AND FACULTY DEVELOPMENT FUND

The group reviewed a draft of a new Global Faculty Fund (GFF). 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 committee suggested that successful projects should be sustainable beyond the year in which the grant is awarded, and that examples of possible projects be provided. They also asked if the deadline could be extended for this transition year. Committee members were asked to review the proposed fund guidelines and get back to Matthew with any suggestions for improving the draft. *[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.

There was a brief discussion about faculty handbooks at the Global Academic Centers. At the DC site, there is an academic handbook that includes materials relevant to all global faculty,

some of which have been adapted to reflect specificities of the site. In addition to the handbook, special information sessions are organized for faculty. It was agreed that the faculty handbook should be circulated among committee members.

STAFFING STRUCTURE AT NYU WASHINGTON, DC

The following overview of the staff was provided:

- **Tom McIntyre (Assistant Director, External Relations and Special Programs):** Tom oversees public programming, coordinates the student internship program, and facilitates external relations and alumni outreach. Tom is also the Assistant Director of NYU's John Brademas Center for the Study of Congress, where he oversees the Center's program agenda, acts as the Congressional liaison, and coordinates its Congressional Internship Program. He splits his time equally between his role at NYU Washington, DC and his role at the Brademas Center.
- **Caroline Klein (Manager, Finance and Administration):** Caroline prepares and monitors the annual budget, reviews and approves site expenses, oversees facilities maintenance issues and staff, coordinates space usage and rental (primarily for non-profit groups), manages subcontractor relationships and external agreements, and supports human resources functions.
- **Lauren Sinclair (Program Manager, Academics):** Lauren oversees curriculum and syllabi, recruits and supports local faculty, advises and supports registration, reviews immigration forms, serves as primary contact for visiting academic groups (including students from the Square who come to DC as part of a course), and liaises with the Moses Center and other NYU academic support units.
- **Najmah Ahmad (Program Manager, Student Life):** Najmah plans and organizes student programming, supervises the Residential Life team, liaises with the NYU Health Center and Wellness Exchange, participates in the on-duty/on-call rotational telephone resource, manages disciplinary matters, and serves as the primary contact for visiting student life groups.
- **Brian Dooley (Residential Life Coordinator):** Brian lives in NYU Washington, DC housing and develops residential life programs. He also oversees residential operations and logistics, including external students and short-term visitors, supervises the Residential Life Administrator, coordinates community standards, and assists with community building.

ACADEMIC RELATIONSHIPS

The group reviewed the DC site's relationships with other organizations and institutions. These fall into the following three categories: public programming, internships, and course offerings. A partnership with the Phillips Collection might grow now that the Art History department is building an academic pathway to the site. There are also ongoing discussions about the next

Weissberg Forum for Discourse in the Public Square, which is likely to focus on gender issues, ranging from reproductive health to sex trafficking. Finally, the group considered the unique partnership that the site has with the Global Language Network, which allows students to take free courses in foreign languages (similar to the Speaking Freely program on the Square) and thus continue to make progress in their language studies while studying in DC.

It was suggested that the relationships around public programming could strike more of an ideological balance by inviting more conservative groups to participate in events (e.g., the Heritage Foundation, the American Enterprise Institute, etc.). The *Washington Post* and the *Washington Times* were also mentioned as possible partners for public programming efforts.

Committee members agreed to explore their own connections in DC and to provide suggestions on ways of collaborating with these partners (e.g., internships for students, research collaborations, public programming). The idea of pre-selecting the best students to participate in internships with potential partners was also raised. A Dean's Scholarship or other special gift could help entice students to participate in this effort.

NEXT STEPS

- Committee members will provide 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, (c) the new academic policies website, and (d) ways of collaborating with institutions in the DC area with which members are connected.
- The DC faculty handbook will be shared with members of this committee. (Given the interest in this subject, the Office of Global Programs will collect all the current faculty handbooks that are available at the sites, with an eye towards sharing them with the various Site-Specific Advisory Committees.)