

Faculty Resource
Common Questions, Specific Answers

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Third Party Agencies

Q. Who selects the individuals, companies, third party providers used for a Travel Course?

The CGE office maintains a provider database that is available to Faculty. In no way is it a complete or limited listing of providers. Faculty always have the opportunity to solicit, arrange for, or consult with providers on their own, without approval/ assistance from CGE. Faculty are encouraged to initiate a search for providers for their Travel Course either before or after the initial meeting with the CGE office.

Q. Do Faculty have the ability to approve/reject the parties whom our provider uses?

Faculty may deal directly with the providers and negotiate with them over individual subcontractor. If a faculty member is unhappy with a particular subcontractor a provider uses, they have the choice of choosing a new provider until there is a signed contract with the provider, or of cancelling your course. Contracts are signed only after the faculty member has approved the provider and the provider's proposal for their Travel Course.

Q. How do faculty determine what provider will be used for their Travel Course?

If the faculty member does not have a provider in mind, CGE solicits proposals from a list of providers. CGE informs the faculty group leader of which providers have responded affirmatively. Once the proposals have been received, Faculty decide which proposal they want to accept. If additional questions or revisions are required, CGE encourages the faculty to contact the provider directly in order to incorporate the revisions desired for expanding the proposal to include new excursions, locations, meetings, etc.

Q. If faculty propose a third party provider and they are unable to meet the contractual stipulations required by Chapman University, can the university purchase 'gap insurance', and pass that fee on to the students if need be?

Insurance companies will not sell Chapman University liability insurance for a third party. If a provider chooses to acquire liability insurance to meet Chapman University's contractual specifications for the Travel Course, the Business Office may review whether reimbursement of that charge is a legitimate business expense for the University.

Office of Legal Affairs

Q. The Office of Legal Affairs frequently makes recommendations and offers advice. Can a department refrain from acting upon their recommendation and reject their advice? If a faculty member receives a rejection from Legal Affairs, what recourse does the group leader/department have, if any?

The CGE has been charged by the senior staff of Chapman University to implement the recommendations of the Office of Legal Affairs when negotiating contracts. If a faculty member wants to reject any of those recommendations, they may notify the CGE or contact the Office of Legal Affairs directly or both. All university contracts must be signed by the Executive Vice President. He will not sign any agreement that has not been forwarded to him by the Office of Legal Affairs. If any of their recommendations is not in the contract, Legal Affairs will notify the EVP which recommended clauses are missing. The EVP then has the authority to sign the contract or reject it.

Percentage of CU Students and Non-CU Students Participants

Q. The current ratio for group participants is 70% CU students to 30% non-CU students. Why can't the ratio be changed to increase the number of non-CU students? It would make it more affordable for CU students. To whom can this question be directed?

The University determined the ration of 70/30. The reason for the ratio is that Chapman University runs Travel Courses for the benefit of Chapman students, not outside students. Any questions on this matter should be referred to the Vice Chancellor for Academic Affairs.

Difference between Travel Courses and Independent Study Small Groups

Q. Does Chapman University make exceptions for some departments to conduct travel around/outside of the CGE office processes, viewed by others as endorsing a 'double standard' for a select few?

The CGE is charged by the senior staff of Chapman University with enforcing the practices of the university. If a faculty member wishes to be exempted from these practices, they may petition the Chancellor for an exemption.

Interterm & Summer Timeline

Q. Interterm and summer Travel Courses may become problematic when there is little time for providers to secure accommodations a couple months before the group departs. Can the recruiting process be shifted to an earlier period? Is it possible for departments to set up accounts to receive deposits earlier than late October for Interterm, and late March for Summer?

Absolutely! Any Travel Course may begin recruiting once the Preliminary Budget is approved. The Interterm and Summer timeline dates are posted dates that reflect Final Dates for Travel Courses. Travel Course planning may begin as soon as faculty are ready to discuss logistics of where/when/what/how...

Interterm Timeline

Date	Function	Remarks
March 1 st	Syllabi due Academic Council/Deadline	This falls at a good time in the semester and does not conflict with mid-terms or spring break, and allows sufficient time afterward to solicit proposals.
August 15 th	Preliminary budgets due	Students are soon on campus and can get a "price range" of the travel course costs. Students can begin making deposits once the preliminary budget is fully-signed.
October 25 th	Student application/ student deposit Deadline	Student deposits and applications on the Global Gateway are due by this date. If it falls on a weekend, it is always the Friday before.
October 26 th	Travel Course cancellation	If 10 students have not deposited, then the travel course is cancelled; students' deposits are refunded.
November 15 th	Final budget approvals	A single per-student price is announced and sent to Business Office. If this falls on a weekend, it is done the Friday before.
November 15 th	Pre-Departure Orientation	Around this time
November 15 th	Registration	Students' information sent to the CGE Applications Support Assistant/Registrar's Office for registration. If this falls on a weekend, it is done by the Friday before.
November 28 th	Business Office generates billing	Student billing coincides with student registration, student accounts are billed
December 14 th	Deadline for final payment	

Summer Timeline

Date	Function	Remarks
October 1 st	Syllabi due Academic Council/Deadline	This falls at a good time in the semester and does not conflict with mid-terms or spring break, and allows sufficient time afterward to solicit proposals.
January 15 th	Preliminary budgets due	Students are soon on campus and can get a "price range" of the travel course costs. Students can begin making deposits once the preliminary budget is fully-signed.
March 25 th	Student Application / student deposit Deadline	Student deposits and applications on the Global Gateway are due on this date. If it falls on a weekend, they are due the Friday before.
March 26 th	Travel Course cancellation	If 10 students have not deposited, then the travel course is cancelled; students' deposits are refunded.
April 15 th	Final budget approvals	A single per-student price is announced and sent to Business Office. If this falls on a weekend, it is done by the Friday before.

April 15th	Pre-Departure Orientation	Around this time.
April 15th	Registration	Students' information sent to the CGE Applications Support Assistant/Registrar's Office for registration. If this falls on a weekend, it is done by the Friday before.
April 28th	Business Office generates billing	Student billing coincides with student registration, student's accounts are billed
May 16 th	Deadline for final payment	

Summer Travel Course Participants

Q. Can seniors graduating in May participate in a Travel Course in summer?

Chapman seniors graduating in the Spring semester may participate in a summer Travel Course. Zero credit will be granted. They will incur the same fees as a non-CU participant: i.e. Travel Course fees plus International Travel Insurance.

A senior graduating in May would not be eligible to use the 1 time Summer Tuition Waiver because they are no longer a CU student.

***If seniors choose to delay their graduation until August or December, and want to use their 1 time Summer Tuition Waiver form for their Travel Course, they may do so if the Business Office determines them eligible for the waiver. In this case, they would receive credit for the Travel Course.*

Q. Can graduate students participate in a Travel Course in summer?

Grad students may participate in Travel Courses if approved by the Faculty. Graduate program tuition fees vary from program to program. If a graduate student wants to participate for credit, they should contact their program to see if and what tuition fees will apply.

If a graduate student wants to audit the course, the decision is up to the faculty member and the audit provisions of the University catalog. In an audit situation the individual will not receive credit for the course; there are no tuition fees but there may be audit fees.

Q. Can Non-Chapman University students participate in a Travel Course in summer?

Of course! Non-Chapman University participants will receive no grade, credit or transcript for their participation. They incur all Travel Course fees that the Chapman University students pay, plus they must pay for International Medical Insurance arranged through the CGE Office.

Marketing of the Travel Course

Q. When students ask how much the Travel Course will cost, what dollar figure can I quote to students? When are faculty safe to announce/publish the dollar amount?

Travel Course budgets are created for a specific sized group. The exact number of participants to be used in the calculation is determined by the faculty. Once the preliminary budget has been approved, faculty receive notification from the CGE office. At that time, Group Leaders are authorized to release the price range advertising both the low and high end estimates that are based on costs for the faculty-specified number of paying participants.

Before a preliminary budget is signed off, a group leader may encourage students to sign up for the Travel Course, indicating that the more students who sign up, the more affordable/cheaper the course becomes for all. Until the preliminary budget is approved, however, faculty should refrain from providing any cost estimates. Once the preliminary budget is approved, the final course price will not exceed the high end of the price range. Should costs fall below the estimated range of prices the students will only be charged the program costs the university incurs.

Marketing costs for a Travel Course are the responsibility of the group leader and department. Here are some suggestions for affordable printing:

- Char Williams/ Operations Manager for CU Strategic Marketing & Communications Team, 714.628.7351, charw@chapman.edu
- Eric Chimenti/Art Department, 714.997.6807, chimenti@chapman.edu
- Lubreco Printing, Orange CA, General line/front desk: 714.637.0555, lubreco@aol.com contact: Luis. This outside source has great quality and prices for poster boards.

Insurance

Q. What sort of insurance does the University provide for a faculty group leader? What is and isn't covered while traveling?

Information on the Ace International Travel Insurance Program can be found on the Risk Management website Resources Page at <http://www.chapman.edu/campus-services/risk-management/resources.aspx>. It is located under Forms & Tools – Internal Use Only. There is a PDF that describes the benefits as well as a link that allows faculty to enroll with ACE at no cost to the faculty member. Look for the International Travel Insurance and Assistance Enrollment Form and related PDF.

In the area of insurance for personal property used internationally or domestically, the University accepts no liability and does not provide insurance coverage. With respect to laptops or other university-owned property used in connection with travel, replacement is at the discretion of the university. If property is stolen, faculty should file a report with, and secure a copy from, local law enforcement authorities. If an employee loses University owned property due to negligence, she/he will reimburse the University for replacement cost.

Student Forms and STEP Registration

Q. How does a Group Leader get the student participants' emergency information, health/allergies, and copy of passport?

The CGE office will provide an electronic or hard copy of all Travel Course related materials students have completed before the course departs.

Q. Whose responsibility is it to register the faculty and students in the Smart Traveler Enrollment Program (STEP)?

Each faculty course leader completes the STEP registration <https://step.state.gov/step/> for themselves. The Center for Global Education will enroll the course participants.

Per Diem

Q. During the reconciliation process following a Travel Course, why do faculty members have to convert their food advance into US dollars?

A Per Diem advance is given to each group leader before they depart for their Travel Course. CU does not require 'receipts' for Per Diem/Faculty Food so there is no conversion process required for Per Diem accounting in their Travel Expense Report upon their return. On the Travel Expense Report, faculty state where they have been, how long they were there, and what meals they consumed. The Per Diem is then computed and adjusted based on this report.

Please note, the Per Diem advance is charged to the faculty member until the Travel Expense Report is completed and processed.

The Office of Financial Services requires an accounting for Travel Course expenses that are not part of the Per Diem. These include items such as group meals, excursions, museum entry fees, etc. Conversion of receipted items for \$ USD received in their advance is required on a daily basis since the currency rates often fluctuate daily.

Expulsion and Appeal Process

Q. What authority and recourse does a Faculty Group Leader have when dealing with a 'difficult' student?

- 1. Faculty have the authority to remove students from their class immediately, as granted in the Classroom Behavior and Petitions section of Academic Policies and Procedures in the University catalog (note). The faculty member will submit a written notice to the student, the Dean of Students and the Director of Global Education. The notice should include the rationale for removal of the student.*
- 2. Within 24 hours of receiving the faculty statement of removal, a student may submit an appeal in writing to the Dean of Students and the Director of the Center for Global Education.*
- 3. The University will review the appeal within 2 business days. The student will not attend class pending the appeal decision.*

4. *If the student is removed from the course, the university will offer to make travel arrangements, for which the student will be billed. If the student accepts these arrangements, a faculty member will accompany the student to the departure point. The student will not receive any refunds for the cost of the travel course fees or tuition, and any additional costs incurred for the return trip will be charged to the student's account.*

Emergency Fund

Q. What happens to the Emergency Fund if it is not used? How much is in the “pot”? Is it possible for students to get a refund if their fee isn't used?

The term “emergency fund” is a misnomer. There is no extant fund. It is an Emergency Fee that the University charges to support any Travel Course that faces an unbudgeted emergency.

Third Party Feedback

Q. It was recommended that a post-trip debriefing meeting be set up with all group leaders and CGE staff for each Travel Course once they return back to Orange campus. The meeting would be used to evaluate the provider, logistics, planning process, etc.

This option will be incorporated into the TC process for faculty beginning summer 2013.