

Gibbs College of Architecture Travel Study Program Committee Bylaws

March 2019

1.1. Purpose:

The purpose of the Travel Study Program Committee is to provide guidance and promote international and domestic educational opportunities for students and faculty in the Gibbs College of Architecture (GCA). Such programs are intended to go beyond a “field trip” that is part of typical Norman-based instruction. Travel study requires a majority of instructional content, credit, and student experiential learning to take place outside of the Norman campus.

2.1 Committee Members:

Membership on the committee includes a representative from each of the five Divisions (ARCH, CNS, ID, LA and RCPL), a representative from the En D Curriculum, GCA academic advisor, , the GCA International Programs Coordinator and/or other Dean’s representative.

3.1 Terms:

Division policy will govern the term of membership representation. However, the suggested rotation and term limits below are to ensure continuity and momentum:

Even years:	ARCH, ID, LA
Odd years:	CNS, RCPL, En D
On-going:	GCA academic advisor, GCA Travel Study Programs Coordinator or Dean’s representative

4.1 Chair:

The Travel Study Program Committee chair is the dean-appointed GCA Travel Study Programs Coordinator. The Chair will set the agenda for the Committee based upon requested input. The Chair will receive feedback and information from the Dean and Division Directors and inform the Dean of Committee activities, recommendations and decisions.

5.1 Responsibilities:

- 1) Create, maintain, and make available program proposal applications to faculty in the GCA.
- 2) Maintain a GCA calendar for submittal of proposal applications for international and domestic programs within the College and advise faculty and administration on such proposals and programs.
- 3) Advise and consult on appropriate issues with the Dean including:
 - a. Reviewing and recommending proposals from faculty with Division Director approval for international and domestic education programs
 - b. Reviewing and recommending funding and other support for international and domestic program activities within the GCA
 - c. Discuss and maintain an on-going record of proposed programs and the necessary calendar for submittals
 - d. Maintain a working relationship with the Education Abroad office on campus, informing them of on-going initiatives and activities for international programs.
 - e. Coordinate with Education Abroad on deadlines, schedules and submission dates for international education programs.
- 4) Maintain representation on Area Committees and working groups within the University as pertinent to the international outreach efforts of the College.
- 5) Final approval of international and domestic programs lies with the Division Directors and the Dean.

Approved by IPC _____
Approved by Directors _____
Approved by Dean _____

6.1 Frequency of Meetings:

The Committee shall meet as needed as called by the Chair, determined by the membership and/or requested by the Dean. A minimum of two meetings per semester are held for long-term planning and discussion of issues.

7.1 Attendance:

Members that miss more than two (2) regularly scheduled meetings may be asked by the Chair to consider finding alternate representation to serve on the Committee.

All members are eligible to vote and expected to attend and participate in the meetings. All faculty and students are welcome to attend meetings and participate in discussions as recognized by the Chair but may not vote.

8.1 Voting and Decisions:

All other committee decisions shall be made through consensus, defined as the majority of committee members present if a quorum of at least 50% of the membership is in attendance.

9.1 Bylaw Amendments

Amendments to the Bylaws may be made through a 2/3 majority vote of voting members of the committee

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