

Christopher C. Gibbs College of Architecture

The University of Oklahoma GCA 830 Van Vleet Oval, Room 198, Norman, Oklahoma 73109 T: 405.325.2444 F: 405.325.7558

Gibbs College of Architecture Travel Study Program Committee Bylaws

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 and be offered within the scope of a traditional course. Travel study requires a majority of instructional content, credit, and student experiential learning to take place outside of the Norman campus.

The Committee shall consider and promote programs that address a range of opportunities in terms of affordability for students, pertinent to the range of disciplines represented in GCA, and the general safety, welfare, and enrichment of GCA and other university students.. The committee will promote approved programs across the timeline of one academic year and facilitate the development of new programs., The Committee shall consider the implications of the college and university’s strategic plans as part of its general responsibilities.

2.1 Committee Members:

Membership on the committee includes a representative from each of the GCA divisions (ARCH, CNS, ID, and PLAD), and a representative from the GCA academic advisors, and one undergraduate and one graduate student from the GCA. The Travel Study Program Committee selects the Chair from its membership per GCA bylaws. The TSP Committee Chair will request nominations of student representatives from faculty who have led travel study programs. To serve as student representatives, students must have participated in a GCA travel study program prior to service. Student representatives will serve as ex officio members. The TSP committee will determine by vote which recommended students to invite to serve for the academic year.

3.1 Responsibilities of the Committee:

Serve and support Administration (GCA Deans and Division Directors) on matters pertaining to travel study programs.

1.Existing Programs

- a. Assess current travel study programs in GCA
- b. Advise faculty and Administration on existing programs
- c. Maintain calendar of existing programs for the academic year
- d. Support and advise faculty on existing programs and their budget

2.New Programs

- a. Survey students and faculty to identify potential new programs
- b. Create and maintain applications for new program proposals
- c. Manage timeline for submittal of applications
- d. Manage and coordinate the call for applications for new program proposals and submittal process.
- e. Advise faculty on the application process including preparing a budget outline
- f. Review applications for completeness, financial feasibility, affordability for students, anticipated demand, compatibility with existing programs, relevance to the curricula of GCA academic programs and relevance to the College and University strategic plans, among other criteria.
- g. Make recommendations to Administration on potential new programs. Final approval of international and domestic programs lies with the Administration.

3.Promote existing and new programs among all GCA students and faculty.

4.Support GCA annual travel study benefit event.

5.Manage the TSP committee budget.

- a. Review balance with college finance staff.
- b. Annually make recommendations to the Administration for the number and value of student travel study awards.

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- c. If necessary, make recommendations to the Administration regarding potentially new travel study programs that may require reconnaissance travel.
6. Maintain a working relationship with the Education Abroad office on campus
 - a. Coordinate deadlines, schedules and submission dates for international education programs
 - b. Share information regarding on-going GCA international initiatives and activities.
 - c. Annually review information on other travel study programs across the University to consider their relevance and potential impact on GCA travel study programs.
7. Maintain representation on committees and working groups within the University as pertinent to the international outreach efforts of the College.
8. Follow GCA bylaws for overall committee proceedings

3.2 Responsibilities of the Chair:

- 1) Set the agenda for the Committee based upon requested input from Committee members and others within the college.
- 2) Receive feedback and information from Administration and inform about activities, recommendations, and decisions.
- 3) Serve as the GCA liaison to the Education Abroad office.

3.3 Responsibility of the committee members:

- 1) Support Chair with the proceedings of the committee
- 2) Attend all committee meetings
- 3) Report to division faculty regarding the work of the committee and solicit feedback.

4.1 Terms:

Each division will assign their representative to serve on this committee by the end of the first week of the fall semester. The term is a two-year minimum commitment to assure continuity.

Even years: ARCH, ID

Odd years: CNS, PLAD

On-going: GCA academic advisors and student representatives

5.1 Frequency of Meetings:

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

6.1 Attendance:

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

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

7.1 Voting and Decisions:

Committee decisions shall be made through consensus, defined as the majority of vote-eligible committee members present if a quorum of at least 50%, or 3, members are in attendance.

8.1 Bylaw Amendments

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