

Wisconsin Technical College System Board
310 Price Place, PO Box 7874
Madison, Wisconsin 53707

Edward Chin, State Director

ADMINISTRATIVE BULLETIN

Date: March 29, 1999

Subject: International Education: District Board Review of Programming, Review and Approval of Contracts, Guidelines for Enrollment of Foreign Students, and Policies for Foreign Travel

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Distribution: District Directors
Chief Financial Officers
Instructional Services Coordinators
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Each WTCS District Board shall:

1. Establish policies for district international activities and submit a copy of these policies to the State Board upon their adoption.
2. Review all international program elements offered by the district to ensure that they:
 - a. Are necessary training components of the district's programs;
 - b. Provide significant benefits to students and employers; and,
 - c. Do not divert resources from a district's primary programs.
3. Adopt comprehensive guidelines for the review of district programs to ensure that the needs of employers and students are met for training relevant to the international economy. Assessment guidelines shall be designed to determine:
 - a. Whether or not program curricula should include international subject matter;

- b. Whether or not faculty possess the requisite expertise or experience to teach international subjects and skills determined to be necessary;
 - c. Whether or not program advisory committees should include persons with international knowledge or experience.
4. Adopt and submit to the State Board policies governing the enrollment of foreign students, specifying:
- a. That the enrollment be only a space available basis unless there is a contract under s. 38.14 of the Wisconsin statutes providing for completely dedicated courses at full cost recovery;
 - b. That priority in admissions be given to Wisconsin residents;
 - c. The maximum number of foreign students eligible for enrollment, and;
 - d. The conditions for enrollment.
5. Amend district travel policies to include guidelines for foreign travel by district personnel and board members. The guidelines shall:
- a. Define the circumstances under which travel is permitted; and,
 - b. Include a requirement that each instance of foreign travel, excluding that undertaken as agreed to and funded under a contract as provided for under s. 38.14 of the Wisconsin Statutes, be approved by action of the district board.
6. In regard to contracts for services to foreign students:
- a. Review and approve each contract to ensure compliance with state statutes and State Board policies and rules;
 - b. Upon approval of each contract, submit a copy to the State Board;
 - c. A subcontracting relationship shall be regarded as a direct contract with a foreign government where a program is initiated for the purpose of serving a foreign government and the ultimate source of funding is a foreign government.

Edward Chin /s
Edward Chin
State Director