

To: Faculty of Union College  
From: Linda Stanhope, Chair of the Faculty Executive Committee  
Re: Liaison Committee on Study Abroad (LCOSA)  
Date: April 21, 2009

LCOSA was formally constituted by President Ainlay, in consultation with the Conference Group, as a liaison committee and announced in the fall of 2008. Since that time, the FEC has heard from some of the current members of LCOSA requesting modifications to the description of the membership of the committee. The FEC has reviewed these requests and we are bringing a revised description to the faculty. Although our initial plan was to maintain the same format for the descriptions of each of the liaison committees, we believe that the modifications proposed here will facilitate LCOSA's ability to function efficiently.

I am including our proposed revision of the description of LCOSA's membership below. The additions are in bold. The proposed changes allow the Dean of Faculty to send a designee rather than attend meetings herself. The changes also specify that additional administrators who deal with aspects of study abroad programs may be invited to attend meetings as non-voting members (such as the Director of Independent Study Abroad and the Director of Study Abroad for Engineering).

#### A. MEMBERSHIP

Membership shall include the Director of International Programs, four faculty members and two students. The Dean of the Faculty **or her/his designee**, Dean of Studies, Dean of First-Year Students **and other administrators involved in the work of the International Programs Office as invited by the co-chairs of the committee**, shall be non-voting members of the Committee. The Director of International Programs and one of the faculty members shall co-chair the Liaison Committee on Study Abroad.

Faculty members shall be elected by the faculty, normally one from each of the four Divisions, for staggered three year terms. The elected faculty shall select the faculty co-chair from among themselves in consultation with the Faculty Executive Committee. The student members shall be appointed by the Student Committee on Committees or its equivalent.