



Acronym Key:

EAO = Education Abroad Office

EARC = Education Abroad Review Committee

Color Indicates proposal application window

Month	Phase	Faculty Activities	Events
	Pre-proposal phase	Research possible program ideas	Find out when an Ed abroad 101 is offered and read materials on Ed Abroad website for faculty.
Fall 2019	Pre-proposal	Meet with Faculty mentor	Attend Ed Abroad 101 for Faculty, Next Offered Oct. 4, 2019. CA TH 112 (required for faculty if proposing for 2021)
Fall 2019	Proposal opens for 2021 faculty-led proposals	Meet with FDC, Division Dean & DOI; faculty mentor and EAO	
Now - January 4, 2020	Proposal	Meeting with faculty mentors, FDC, Division Dean, DOI and EAO	
January 5, 2020	Proposal Due	Upload all materials to the EAO electronic proposal system	Deadline to submit proposals for faculty-led Programs
January 2020	Provider RFP	Work with faculty mentor, EAO and study abroad provider on securing a provider proposal	Conference calls with EAO and study abroad provider organizations
February 2020	Provider RFP	Work with faculty mentor, EAO and study abroad provider on securing a provider proposal	Conference calls with EAO and study abroad provider organizations

March 13, 2020	Interview preparation	Meet with faculty mentors	Faculty Presentation Mentor Session meeting (Required)
March	Phase 2 Questions	Write up responses to Phase 2 questions	Submit Phase 2 questions (Required)
April 24, 2020	EARC interview	Meet with EARC and discuss proposed program	EARC interviews with faculty (Required)
May 1, 2020	EARC interview	Meet with EARC and discuss proposed program	EARC interviews with faculty (Required)
June/July 2020	Program Approval by College Pres.	Meet with EAO once program is approved	Faculty leader Workshop #1: Next steps (required)
July 2020	Recruiting and communication plan	Work with EAO and provider refining program/creating a marketing and recruiting plan	
August 2020	Recruiting and communication plan	Work with EAO and provider refining program/creating a recruiting and communication plan	
September 2020	Recruiting and communication plan implemented		Faculty Leader Workshop #2: Recruitment, application and scholarship information and eligibility (Required)
September 2020 (student application opens)	Recruiting and communication plan implemented	Marketing program which includes classroom visit across the district, information meetings, follow up emails and the like	
November 2020	Recruiting and communication plan implemented	Recruiting which includes classroom visit across the district, information meetings, follow up emails and the like	
December 2020	Recruiting	Classroom visits and outreach	Faculty Leader Workshop #3: Student Services, Crisis Management and study abroad provider support. <u>Returned faculty leaders</u> (Required)
January 2021	Recruiting and communication plan implemented	Recruiting which includes classroom visit across the district, information meetings, follow up emails and the like	
February 2021 (student applications close Feb 15)		Recruiting program which includes classroom visit across the district, information meetings, follow up emails and the like	
March 2021	Pre-Departure	Student Retention meetings, preparation and Group development	Faculty and student cohort meetings with Ed Abroad. Timelines, flights and pre-departure process
April 2021	Pre-Departure	Student Retention meetings, preparation and Group development	Required Pre-Departure Orientation for Students Saturday, 25th April 9:00am-2:00PM

May 2021	Pre-Departure	Student Retention meetings, preparation and Group development	
June 2021	Pre-Departure	Student Retention meetings, preparation and Group development	
June/July 2021	Programs Underway	Lead Program!	
August 2021	Programs Underway	Lead Program!	
September 2021	Programs Underway	Lead Program!	

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