

# *Consortium for Innovative Environments in Learning*

## **Mission Statement and Principles of Operation**

**April, 2007**

The Consortium seeks to explore the nature, origins, and sustainability of innovation in higher education and advocate for innovative, alternative practices. By continuously innovating and renewing our own practices, Consortium members strive to serve as models to other institutions. Consortium outreach activities can lead to traditional institutions becoming newly innovative and either joining the consortium or creating partnerships for the purposes of instituting change and strengthening innovations.

The Consortium collaborates in a variety of modes to foster mutual support, share best practices, and provide outreach and advocacy to the higher education community. The Consortium promotes collaboration among faculty, technical specialists, administrators, and students.

### Modes of Collaboration

1. Site visits or exchanges of faculty, administrators, and other research and technical specialists for short-term and, as funding and other circumstances permit, longer-term visits
2. Collaborative projects, including but not limited to courses and course delivery, team teaching, research, publications, field study, international programs, curriculum design, presentations, and educational technologies
3. Student exchanges of no longer than one academic year
4. The regular exchange of relevant publications and information generated by the Consortium members
5. Joint participation in research seminars, colloquia, conferences or symposia hosted by Consortium members
6. A CIEL Website for sharing practices, resources, announcements, and products ([www.cielearn.org](http://www.cielearn.org)).

### Governance

1. Member institutions are represented by a campus coordinator (or co-coordinators) from each institution who constitute the Consortium's Leadership Council.
2. The designated operational units of the members, for purposes of developing and implementing the activities of the Consortium, are the chief academic officers and/or their designees.

## Funding

Member institutions pay an annual membership fee, the amount of which is determined annually by the Leadership Council. This fee supports the Executive Director's office and subsidizes Consortium-sponsored events and materials.

One member institution serves as the fiscal agent for Consortium operations.

## Executive Director

The Consortium employs a part-time Executive Director who, in collaboration with the Leadership Council, is responsible for duties including the following:

1. Developing Ideas
2. In conjunction with the Leadership Council, choosing priority themes and projects and setting the annual workplan.
3. Network building, within the Consortium and with prospective members and other professional groups
4. Managing the Website
5. Organizing annual meetings
6. Making site visits
7. Writing grants, and managing fundraising
8. Coordinating and developing the exchange process
9. Representing the Consortium to prospective members and at professional meetings
10. Other tasks as appropriate and useful to the Membership

The Executive Director's salary is paid by membership fees from each member institution.

The Executive Director's duties and performance are reviewed each year by the Leadership Council. The employment contract is renewed annually, beginning July 1.

## Campus Coordinators

In addition to representing their institutions in the Leadership Council, campus coordinators represent the Consortium on their home campuses. Their duties include:

1. Facilitating student exchanges, including advising, and serving as liaisons with offices on the home and host campus
2. Participating in special projects such as grant-writing, the on-line student journal, web-site contributions, hosting Consortium meetings, etc.
3. Publicizing Consortium events on their home campuses and broadening participation in Consortium activities

4. Working with student leadership
5. Securing campus funding for Consortium membership and student support

### Consortium Events

The Consortium typically holds an annual meeting in the fall and a student research symposium in the spring. Conferences or meetings on special topics are scheduled as interest and opportunity present themselves. Meeting locations rotate among the members. Meeting agendas are developed collaboratively by the Executive Director and the Leadership Council.

### Student Exchanges

One function of the Consortium is to facilitate student exchanges among the member institutions. Exchanges are construed as participation in both domestic and international programs. Individual members of the Consortium will determine how many exchange students from CIEL institutions they can accommodate in a given time period and the appropriate balance between the number of students sent in exchanges and received from member institutions. Student exchanges are governed by the following policies:

1. Exchange students are expected to pay tuition to their home institution. Other fees required by the host institution (e.g. room and board, insurance, activities fees, etc) are the responsibility of the exchange student.
2. Exchange students are registered as full-time students at the host institution, which reserves the right to reject candidates because of existing restrictions on admission to the institution or its specific programs.
3. Evaluations of exchange students' academic achievements at the host institution shall be accepted by the home institution. Specifics of each exchange student's course of study must be clarified and mutually agreed upon by all parties before the beginning of the exchange experience. This includes the respective records offices, housing offices, financial aid offices, and the home campus academic advisors.
4. Exchange students must provide proof of health insurance or subscribe to the health plan of the host institution.
5. Exchanges are designed for maximum of one academic year and can include enrollment in summer programs, January terms, etc.
6. Exchange students shall have the same rights and duties as all other students at the host institution and will be expected to comply with the procedures and policies of the host institution.
7. Exchange programs can involve undergraduate or graduate students.
8. Prospective exchange students must initiate the exchange process by working with the home campus coordinator to develop a plan of study and statement of objectives. The campus coordinator will work with the

- campus coordinator at the host institution to arrange procedures, establish timetables, and assign responsibilities for the exchange. Individual Consortium members may assign responsibility for managing exchange programs to specific campus offices or personnel.
9. In the case of international programs, exchange students are responsible for obtaining any necessary visas and otherwise complying with all immigration laws and regulations of the host country. The host institution is expected to cooperate in obtaining such approvals but does not have any responsibility for assuring that necessary visas, permits, or approvals are provided.
  10. Exchange students are subject to all regulations, rules and standards of academic and personal conduct as students at the host institution. Exchange students who violate any such regulations, rules, or standards are subject to expulsion from the exchange program.

### Faculty, Administrative, and Technical Staff Exchange

Exchanges among faculty, administrators, and technical staff are encouraged as a way to share expertise, develop and expand professional capability, and leverage institutional resources. Exchanges are arranged on a case-by-case basis. It is anticipated that compensation and travel will be covered by the home institution, with housing costs at the receiving site the responsibility of the individual, unless the receiving campus is able to provide local housing. Every attempt will be made to facilitate cost-effectiveness.

Through its newsletter and listserv, the Consortium informs its membership of exchange possibilities such as sabbatical leave replacements or other interim positions.

Each faculty exchange participant must submit proof of medical insurance coverage during the exchange period as required by U.S. Federal law. It is understood that the host institution accepts no responsibility or liability for providing health care services.

Should any faculty collaboration result in any potential for intellectual property, the parties shall immediately meet through designated representatives and seek an equitable and fair understanding as to ownership and other property interests that may arise.

### Membership

New members are invited to join the Consortium following election by the Leadership Council. Institutions interested in joining the Consortium may

communicate their interest to members of the Leadership Council or to the Executive Director.

#### Continuation of Membership

Membership in the consortium is assumed to be continuous. To facilitate budgeting and planning, the Consortium needs membership commitments by March 1 for the upcoming fiscal year. The Consortium operates on a July 1 to June 30 fiscal year. Membership fees for the upcoming year are established at the annual fall meeting.

#### Termination of Membership

Individual institutions may terminate membership on prior notice of 90 days before the end of the fiscal year. Membership fees are not refundable.

#### Revisions to This Document

Revisions in the CIEL Mission Statement and Principles of Operation are the responsibility of the Leadership Council.