

AGC Decision Form

8.3 College Sponsored Student Travel Policy

Decision

On December 12, 2023 the AGC membership voted to approve revisions to the College Sponsored Student Travel Policy as part of a routinely scheduled review.

The revised policy includes the following modified language:

- Grand Rapids Community College (GRCC) recognizes the benefits of off-campus travel in conjunction with academic, co-curricular, and college sponsored programs. GRCC acknowledges the need for certain procedures to promote safety, maximize educational value, manage risk, and respond to crises
- Unless specifically excepted, all college-sponsored student travel should adhere to this policy and the associated Guiding Risk and Liability Practices and Procedures Document. Students and employees should be aware that additional policy and/or programmatic requirements may apply to college-sponsored student travel. Employees should contact the appropriate member of college leadership regarding additional requirements associated with college-sponsored student travel

Sponsor/Champion of Proposed Policy

Chairs:

Brett Meyer, General Counsel

Michael Schavey, Director of Experiential Learning

Nat Lloyd, Director of Budget & Business Services

Team members:

Ashley Fox, Assistant Director of Student Life & Conduct

Allison Hoeskstra, Assistant Professor, Secchia Institute for Culinary Education

Grant Snider, Associate Dean of Liberal Arts

Lauren Ferullo, Athletic Director

Robin Graves, Certified Clery Compliance/Police Officer

Tari Mattox, Physical Sciences Department Head/Associate Professor

Rationale

The policy was last revised and approved by the Cabinet in 2018. The policy was slated to be reviewed in 2022, however, rescheduled for 2023.

Revision focused on:

- Identifying common procedures applicable to all types of CSST travel
- Maintenance of travel forms/documents
- Promotion of safety, maximizing education value, managing risk and responding to crises

Supporting Data

The College Sponsored Student Travel Review Team:

- Presented benchmarking of peer institutions
- Reviewed and synthesized the transcribed feedback from AGC discussions and table-top conversations

Implications for Action

- All employees and participants are required to adhere to the practices and procedures in accordance with the College Sponsored Student Travel: Guiding Risk and Liability Practices and Procedures including the approval of the travel experience and submission of travel forms
- College sponsored student travel policy review team reviews and makes recommendations
- Cabinet/President reviews, makes recommendations and approves

Date of Decision by AGC

Date: December 12, 2023

Vote: 48 yes; 11 proxy, yes; 1 no
Policy was endorsed.

Section to be Completed by the Provost

Evaluation Plan

The College Sponsored Student Travel Policy will be evaluated according to the next scheduled review of the policy. As a jointly-reviewed policy by the AGC and the Administrative Policy Committee, this review will occur concurrently by these two bodies according to the process outlined in [Policy 4.1 Formulation & Issuance of College Admin. Policies](#). This evaluation and review will include feedback from GRCC faculty members and College stakeholders as well as benchmarking from peer institutions.

Next scheduled review of policy: Academic Year 2027-28

Response from Provost

I approve of the revised policy statement recommended by the AGC as outlined above. Upon approval of the revised policy by the Cabinet, implementation of this revised policy statement will begin. This will include updates to the College Sponsored Student Travel: Guiding Risk and Liability Practices and Procedures and requirements in related documents for GRCC employees to adhere to these documents. The Director of Experiential Learning will lead this implementation, presenting the final draft of the policy document and related procedures to the Deans' Council, as well as a plan for professional development about the updated policy and guiding practices and procedures. The expected date of this implementation and professional development plan is that it will be completed by August 2024.



February 8, 2024