



CCID Troika Program Development Process

1. Three approaches of developing a program:
 - a - College offers their existing program to CCID;
 - b - College proposes a brand new program to CCID;
 - c - CCID offers new program to colleges.
2. At any case, a New Troika Proposal needs to be completed as detailed as possible. Submit to CCID for consideration and discussion.
3. In-country partner needs to be identified – reliable, experienced with hosting student academic groups, accommodating their specific needs. Knowledgeable about local resources including cultural immersion opportunities. Resourceful and cost-conscious. Best if has a track-record in working with the college or other educational institution in the past. Contact person available for discussion, understanding the academic as well as cultural immersion needs. Willing to be flexible yet offering highly professional services.
4. CCID creates a promotional broadcast message to all member institutions inviting them to join the new Troika program. Provide deadline when the college recruitment needs to be completed. Ideally, a site visit by the prospective faculty to the country should be already mentioned.
5. Once the partner colleges are identified, begin discussion on course interest and program content. Identify focus and program objectives, academic learning outcomes.
6. Colleges discuss with senior administration their commitment with student scholarships and faculty participation. Understand the college rotation and leadership responsibilities, as well as funding needed to pay for faculty travel and student scholarships. Plan and conduct a site visit to the country where the program will be taking place.
7. A site visit by the prospective Troika faculty should yield: preliminary study abroad program (itinerary), agreement on the course objectives and outcomes, familiarity with the country partner and their representatives, their capabilities, strengths and weaknesses, completed risk management survey, familiarity of faculty colleagues, and enthusiasm to deliver the program to students.
8. If a course is not available at a prospective Troika college for which students would register in order to participate in the program, faculty or their Int'l Education Office must engage in the process of the course development and approval. Adhere to the college-specific policies in creating a course. Take into consideration the program delivery timeline versus the time it may take to have the course listed in the college catalog for the particular period of the academic year when the course will be offered to students.
9. Once college administration supports and agrees with their full participation in the Troika program, a program MOU (Memorandum of Understanding) is signed between CCID and the colleges. Presidents of the involved colleges sign the MOU.
10. MOU spells out the country location, program focus, college rotation in the Troika cycle (3-4 years) as well as commitments – fiscal and time, by the colleges and CCID.

11. As soon as new semester/ quarter begins in August/ September, the new faculty group begins meeting over the conference call to plan the program for the following spring travel.
12. Program dates are identified in cooperation with the in-country partner. Ground program cost is quoted by the in-country partner. CCID identifies flights and their cost. CCID proposes estimated total program cost for students and faculty. Program marketing materials are developed and produced by CCID.
13. If a college is joining the program for the first time it is helpful, especially after the MOU is signed, to communicate as soon as possible with the college's scholarship funding source. Scholarship funds need to be available and identified once students begin applying for the program and inquire about the scholarship eligibility.
14. If scholarships are provided on a competitive basis, make sure the criteria and student selection process are already in place when majority of the student recruitment takes place (October – December).

Follow the rest of the timeline tasks as noted in the other document: Troika Faculty Tasks During the Year.