

Ohio University
Study Away Risk Assessment Committee
Operating Code
11/19/2020

- I. Name:
This Committee is named Study Away Risk Assessment Committee.

- II. Purpose:
It shall be the purpose of the committee to review:
 - A. Risks associated with participation in University-sponsored study away programs to assess whether the risks related to the travel are acceptable to the participants and to the institution and
 - B. Risks related to epidemics or pandemics when associated with participation in study away programs or independent student international travel.

- III. Responsibilities:
 - A. Establish criteria for risk assessment in relation to study away.
 - B. Approve study away risk assessment policies and procedures.
 - C. Ensure compliance with study away risk assessment policies and procedures.
 - D. Monitor ongoing security and health concerns related to study away sites.
 - E. Review and assess whether risks related to proposed travel are acceptable to participants and to the institution.
 - F. Recommend to the Office of the Executive Vice President and Provost whether to approve proposed study away travel.

- IV. Membership:
 - A. The committee shall be comprised of the individuals or their representative listed below.
All are voting members:
 - 1. Director, the Office of Global Opportunities
 - 2. Director, Global Health Programs
 - 3. Risk Management representative
 - 4. Legal Affairs representative
 - 5. Study Away Committee chair
 - 6. Director, Center for International Business Education and Development
 - 7. Arts and Sciences Dean's Office representative
 - 8. Faculty Senate representative
 - 9. Community and Public Health representative
 - 10. Vice President of Research representative

 - B. Chair: Director of the Office of Global Opportunities or representative. If he or she is absent, the Director will appoint another member of the committee to run the meeting.
 - C. Secretary: Administrative Services Associate, Office of Global Opportunities, or representative.

D. Term: Ongoing, with the exception of Faculty Senate representative, who will be appointed for three years or until their term as faculty senator ends.

V. Conduct of Meetings:

- A. Frequency: Monthly face-to-face or electronic meetings during the academic year. Additional meetings may be held at the call of the Chair. Meetings outside of academic terms will be at the call of the chair. If there is no business, a meeting may be canceled in any given month.
- B. Quorum and Attendance: A minimum of five voting members is required for quorum. Votes may be submitted electronically prior to the meeting when a member is unable to attend. Votes submitted electronically are counted for establishing a quorum. The secretary must be informed in advance of the meeting the member will be absent. Missing more than two meetings either electronically or in person without prior approval of the Chair could result in the request by the Chair for the participant to withdraw from the committee membership.
- C. Withdrawal from membership: If a member wishes to withdraw from the committee, they shall notify the chair in writing. Replacements shall be named by the head of the unit represented by the committee member.
- D. Sub-committees and/or task forces: A sub-committee or task force, which may include individuals from outside of the committee, may be established on an as-needed basis.

VI. Amendments:

Recommendations for revision and/or amendments to this code shall be approved by a simple majority of voting members before being adopted. These votes may happen in face-to-face meetings or electronically. Recommendations for revisions should be subject to review and approval by the Office of the Executive Vice President Provost.