

Types of Decision-Making for APA

The key to these processes is to observe a three part process:
1. Initial inquiry and approval to explore. This should not involve a lot of work. That will happen when and if approved in initial form.
2. Second step: if given initial green light, develop detailed proposal. Reference other stakeholders for input. Things to
3. Bring back to final decision-making team(s) for final approval

I	New Program - CGE site	Process/Stakeholders	Final Decision
	Semester, Summer or Short Term	Original concept/idea goes to APA for initial green Further develop in consultation with Marketing and Augsburg Abroad Bring back to APA for final decision	APA
II	New APA Site with APA programming (contract)	Process/Stakeholders	
	Cuba, Netherlands, India	APA needs to give green light on possible exploration of a new site in consultation with ITS and Marketing. LC must approve site expansion. Once site approved, proceed with program proposal	LC and APA APA
III	Revise Existing Program	ProcessStakeholders	
	A. Add/delete/revise courses or track with new or revised course	Bring to APA for initial green light; reference with MKT Coord, and Augsburg Abroad, key schools (if necessary) ; bring back to APA for final decision	APA
	B. Add/delete "concentrations" or "tracks" (with existing courses. It new courses, see 3A	light, reference with APA, send to Marketing Team for final decision	MKT
	C. Add/delete components (homestay, regional travel)	Bring to APA for approval, reference with Mkt Coord, AA and APAM	APA
	D. Lengthen or shorten	Bring to APA for approval, reference with Mkt Coord	APA
	E. Alter program to avoid country with travel warning	Bring to APA for approval, reference with Mkt Coord, AA and involved Site, bring back to APA for final	APA
	F. Cancel program (Cuba summer, Netherlands)	Site involved, Mkt Coord, APA, AA, APAM	APA
IV	Change Title of Program	Process/Stakeholders	
	Change Title or Theme of Program	Bring to Marketing, reference with Site involved, APA and APAM, bring back to Marketing for final decision; Mkt team site rep perogative to block If it adds or changes courses, see #3A above	MKT & site
V	Tweaking	Process/Stakeholders	APA
		Consult with APA Coordinator and CGE Director	APA Coord

Definitions:

APA Program = taught by CGE staff or contract faculty at CGE site, credit granted by Augsburg College.

APAM = Minneapolis-based team that deals with financial, administrative, and recruiting issues.

Green Light: Approval from at least one of those stakeholders consulted.

Stakeholders: APA Team, Marketing Team, Site Teams, Director (inre: finance), Leadership Council, Augsburg Abroad (AA), *Ad Hoc* Committee (if necessary)

Marketing X-Site Team

Marketing Coordinator