

Substantive Change Proposal

“San Mateo Program” at Tianhua University in Shanghai, China

**Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061**

Submitted:
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Prepared by:
Dr. Sarah Perkins, VP Instruction
Dr. Robin Richards, VP Student Services

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A. Description of the Proposed Change

Description of Change

Cañada College, one of three colleges in the San Mateo County Community College District, is establishing an innovative, global program to improve our relationships with China and add to the diversity of our campus. The San Mateo Program creates a strong, collaborative partnership between Cañada College and Tianhua University, in Shanghai, China. The program will include students from China taking the first year of Cañada curriculum in Shanghai (at Tianhua University) and the second year at Cañada College. The courses will be taught by Cañada College instructors and will adhere to the ACCJC's standards and policies.

The major elements of the project include:

Students: In the first year of the program, a cohort of students, (about 30-50), will take 26-29 units of Cañada College's CSU-General Education courses on the campus of Tianhua University in China. A new cohort of students will be initiated each year and begin a new cycle at Tianhua. In the second year, the first year cohort will attend Cañada College to complete the CSU GE curriculum to prepare for transfer. In addition, students from the US will be able to register for the classes to be held in China should they choose to travel there to take them.

Services: Enrollment of students in courses is accomplished through the regular processes and vehicles of the SMCCCD and Cañada College using Websmart, our web-based student portal. Assessment will be conducted using the COMPASS assessment program and academic advising will be conducted by Cañada staff located in Shanghai.

Courses: The courses are all part of the approved CSU-GE offered at Cañada College. All prerequisites will be enforced. Course topics include the areas of English, Economics, Sociology, Speech, Physics, and Math. The courses are planned to be conducted in three eight-week sessions beginning Fall 2012.

Faculty: All courses will be taught by Cañada College/SMCCCD instructors who will be in residence at Tianhua University during the time the courses are being taught. There will be complete control of the course content by the instructor.

Fees and Expenses: Fees will be recorded as revenue to SMCCCD. Agreed upon expenses will be paid to Tianhua University as outlined by agreement.

Relationship to Mission

The program is being formulated because it is viewed as an important component of an identified college priority relating to educational values: diversity of people, cultures and ideas which are brought forward by pursuing an international frame of reference in education that prepares us for engagement in the global economy.

In both the District Mission Statement and the newly Revised Mission Statement for Cañada College there is an emphasis on the “global community”. We are becoming so interconnected to the rest of the world (in particular China), that having this program where a cohort of students attends the college will be an excellent way of improving our understanding. We have noticed, just in the past year where we have been working with representatives from Tianhua University, that we are becoming more knowledgeable about their culture and ways we can learn from each other.

Excerpt from the District Mission Statement: *“In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a variety of viewpoints is cultivated and shared.”*

Revised Mission for Cañada College (May 2011): *“Cañada College is a learning-centered college of our community, ensuring students from diverse backgrounds have the opportunity to achieve their educational goals, by providing career and technical, basic skills,, transfer, and lifelong learning programs giving students the ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.”*

Rationale for the Change

Globalization of the Campus: The creation of this program is a rare opportunity for the campus to reach out effectively in another country and offer coursework. Having Cañada College faculty members teach in China and then having cohorts of Chinese students attend their second year at Cañada presents a unique way for the campus to engage globally. We have had the opportunity to meet with representatives from Tianhua University and have learned on each occasion. The SMCCCD Vice-Chancellor of Educational Services and the President of Cañada College have recently traveled to Shanghai (March 2011) in order to visit the Tianhua University campus and returned very impressed with both the excellent facilities and academics there as well as the extraordinary support for the Cañada College courses to be offered there.

Addressing National Initiatives: Not only locally, but nationally there is an interest in expanding our relations with China. The following is an excerpt from the White House website: *“President Obama’s “100,000 Strong Initiative” will increase the number and diversity of American student studying in China. Citing the need to prepare young people to succeed in the modern global economy, First Lady Michelle Obama encouraged students to study in China, work together and make America and the world stronger. In support of the President’s “100,000 Strong Initiative, Mrs. Obama spoke to more than a thousand young people from Washington, DC, area public, private and parochial schools, colleges and universities about the importance of building relationships with their peers in China and creating a mutual understanding around the world. The First Lady has made youth engagement her international focus by both reaching out to young people around the world on behalf of the U.S. and also encouraging American youth to*

become more involved in world affairs, as she highlighted in her 2010 George Washington University commencement speech.”¹

B. Description of New Educational Program

The courses offered at Tianhua University will be Cañada College’s CSU GE and would not be considered a new educational program.

C. Description of the Planning Process

Relationship to Planning Process

Cañada College has a well-structured planning process that includes the College Planning Council, Student Services Planning Council, Instruction Planning Council, and Administrative Services Planning Council. We work hard to have all of our actions on campus be transparent to the campus community and share information with these groups (who generally meet twice per month) on a regular basis.

The Tianhua University partnership has been shared with these groups on several occasions. The campus community is excited about the opportunity to be a part of this innovative program and we are making program plans for the cohort of Chinese students who will be coming to Cañada College in Fall 2013.

Specifically, activities and events which have been held discussed as part of the planning process include:

San Mateo Program with Tianhua University PLANNING ACTIVITIES		
Date	Meeting/Event	Description
October 5, 2011	District Office and Shanghai Friendship Federation	An initial planning MOU signed to begin the work on planning collaborative educational efforts.
November 29, 2010	Delegation from Tianhua University Meeting	The initial meeting with representatives from Tianhua University to discuss possibilities for the program and to provide a tour of campus and what Cañada College has to offer
February 7, 2011	District Office and College Administrators Meeting	The Cañada VPI, VPSS and SMCCCD Vice Chancellor met to discuss the possibilities for the program and develop ideas about what it might contain
February 14, 2011	Delegation from Tianhua University Meeting	Administrators met with the delegation to provide a tour of the campus and to sign initial general agreement to plan together for the

¹ <http://www.whitehouse.gov/the-press-office/2011/01/19/first-lady-michelle-obama-urges-american-youth-strengthen-us-china-ties>

San Mateo Program with Tianhua University PLANNING ACTIVITIES		
Date	Meeting/Event	Description
		program
February 15, 2011	District Office and College Administrators Meeting	The Cañada VPI, VPSS and SMCCCD Vice Chancellor met to refine program ideas following meeting with Tianhua representatives
February 17, 2011	International Student Luncheon	Luncheon of all of the international students on campus with faculty and administrators to further develop the international program
February 17, 2011	College Planning Council	Discussion of the Tianhua University partnership and the international program
February 23, 2011	Student Services Planning Council	Discussion of the Tianhua University partnership and the international program
March 4, 2011	Instruction Planning Council	Discussion of the Tianhua University partnership and the international program
March 9-21, 2011	Tianhua University in Shanghai, China Visit	Vice Chancellor and Cañada College President visit the University and meet with representatives to further define the program
March 25, 2011	Delegation from China Meeting	A delegation of high school principals from China visited the three colleges – Cañada, Skyline and College of San Mateo to discuss collaboration in sending students from their schools
April 13, 2011	SMCCCD Board Presentation	Vice Chancellor and Cañada College President make a presentation to the Board of Trustees about their visit to Tianhua University in Shanghai, China (minutes and excerpt from Power Point presentation included in Appendix).
May 11, 2011	Tianhua University Delegation Visit	A delegation from Tianhua University who are studying at University of the Pacific Doctoral Program meet with college administrators and staff
May 19, 2011	District Office and College Administrators Meeting	The College Administration meets with SMCCCD Executive Vice Chancellor and Vice Chancellor about the details for the program
June 2, 2011	Chinese Delegation Meeting	A delegation for Chinese high schools will visit all three campuses in the SMCCCD district
June 30, 2011	Chinese Delegation Meeting	A delegation for Chinese high schools will visit all three campuses in the SMCCCD district

Assessment of Needs and Resources

Since the initial signing of the planning agreement in October 2010, the college and district staff have been meeting to identify the details of the needs and resources for the program. Although the college does offer study abroad, this is a different type of program. The program will be self-sufficient with the costs such as salaries, travel and administrative overhead to be covered by the fees paid by the students enrolled.

As noted in the timeline of planning activities, considerable work has been completed to analyze the needs and resources for the program. The assessments have been made by individuals who will be involved in establishing the program, to include the SMCCCD Executive Vice Chancellor, Vice Chancellor - Educational Services, and Chief Financial Officer, and Cañada College's President, Vice President - Instruction, and Vice President – Student Services. We have developed a plans for resources needed based on the many meetings we have conducted with the staff from Tianhua University.

We have identified needs in the following areas:

Staffing Needs:

- Director of the Program in US
- Coordinator of the Program in China
- Faculty to Teach Classes in China
- Student Services Support Staff in China and US (e.g. Counseling, Tutoring, A&R)

Travel Needs:

- Air Fare to China

Housing Needs:

- Housing for Coordinator
- Housing for Faculty
- Housing for Support Staff

Facilities:

- Classrooms
- Labs
- Office Space

Supplies

- Instructional Supplies
- Office Supplies

Anticipated Effect on the College and Intended Benefits

With our mission of having our students become more globally aware, the San Mateo Program will be very beneficial. We will have the opportunity to have our faculty have the experience of working in China to gain an expanded experience and have a large cohort of students from China on campus beginning Fall 2013. In just this past year, our meetings with the delegations from China have significantly expanded our understanding of their culture and we feel this extraordinary opportunity will broaden the diversity of our student body to create an enhanced cultural awareness.

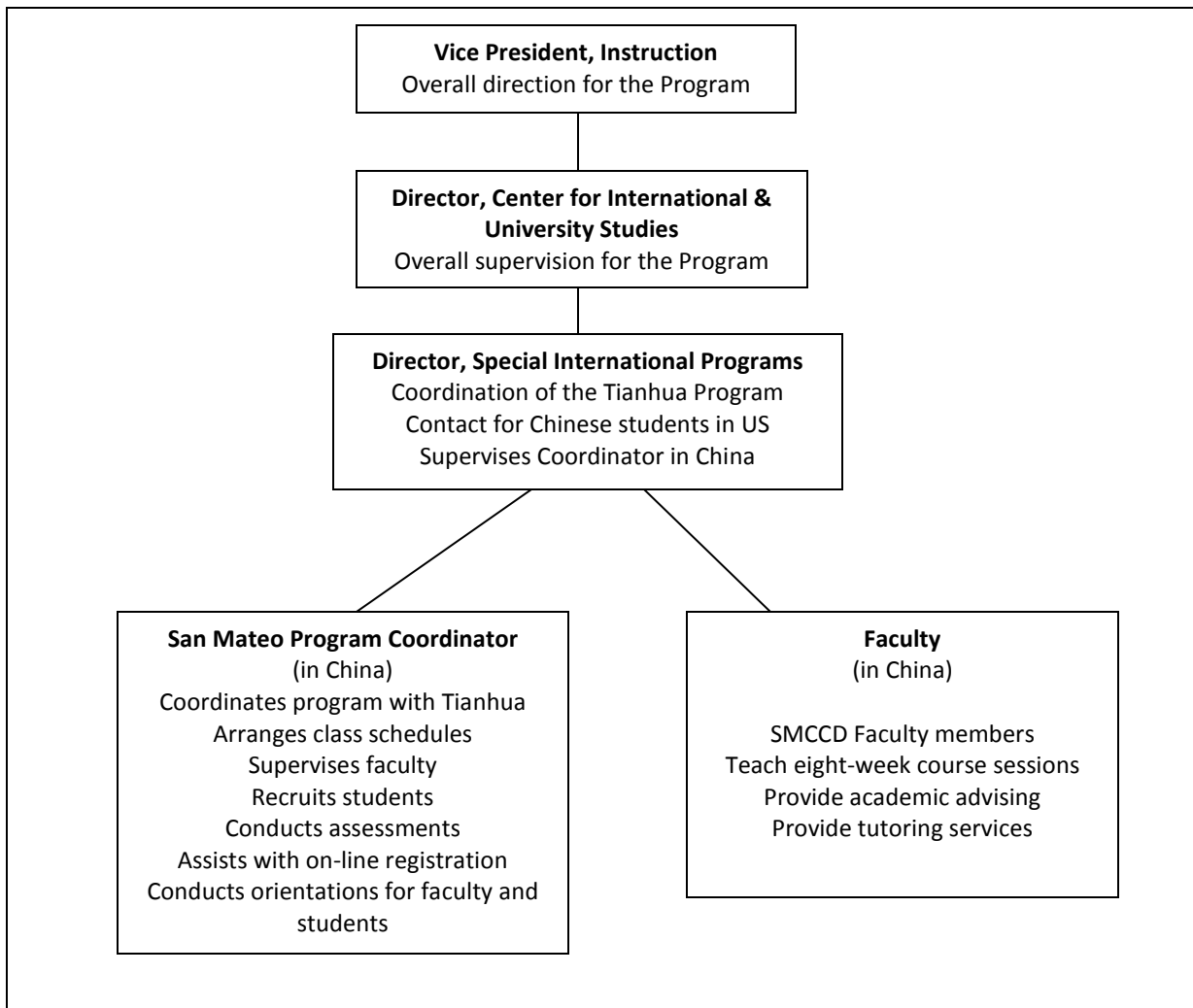
Preparation and Planning for the Change

In addition to the many meetings listed above, the Vice Presidents at Cañada College have been working together to determine how best to implement the program. We have worked closely with the district office as well as with representatives from Tianhua University. After the President visited the Tianhua campus, he established weekly “Skype” calls with the key contact in China to work out all of the various activities related to the program.

D. Evidence of Resources and Processes

Sufficient /Qualified Faculty, Management, and Support Staffing

It is critical for a program such as this one to have sufficient, qualified staffing. This concept requires individuals who are sensitive to the culture and yet able to deliver coursework and services as we do at Cañada. The following is the organizational chart outlining the management and support staff and faculty for the programming.



Appropriate Equipment and Facilities, including Off-Site Control

The Tianhua University has excellent facilities and equipment that will be used by the Cañada College faculty. The San Mateo Program Coordinator will maintain control of the program and will assure that all college policies and procedures are followed. The site visit to Tianhua University by the Vice Chancellor and the Cañada College President provided first-hand evidence that the faculty will have access to state-of-the-art equipment and facilities. Below are a few pictures of the buildings and classrooms:





Fiscal Resources including Initial and Long-Term Amount and Sources of Funding

(Insert Information from Kathy Blackwood here)

Plan for Monitoring Achievement of Desired Outcomes of the Proposed Change

The goal for the first year of the program (Fall 2012) is to have 30-50 students successfully complete 26-29 Cañada College CSU-GE units while at Tianhua University. For the second year, this cohort of 30-50 students will attend Cañada College to complete their CSU-GE and transfer.

We will monitor this project closely. Locating a Coordinator for the Program on-site in China will allow the opportunity for all aspects of the program to be routinely evaluated. Some of the measures we will be using to assure our desired outcomes include:

- Number of students in each cohort
- Success rate in courses
- Retention rate in courses
- Student evaluation of courses and services
- Faculty evaluation

The Coordinator will prepare regular reports for the Director of Special International Programs on these items. During the critical first year of the program, the Director will be conducting several site visits to assure the program is operating smoothly.

E. Internal/External Approvals

Clear Statement of Approvals Needed

Legal Requirements Have Been Met

Governing Board Action to Approve

(Insert information from Barbara Christensen here)

F. Eligibility Requirements Fulfilled

Eligibility Requirement	How It Will Be Fulfilled
1. AUTHORITY	
<p>The institution is authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates. Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approval by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.</p>	<p>Cañada College is authorized to operate as an educational institution. The San Mateo Program will be conducted as part of the college's regular curriculum.</p>
2. MISSION	
<p>The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree-granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.</p>	<p>The mission statement has been recently reviewed and revised by the institution and the San Mateo Program operates within the mission.</p>
3. GOVERNING BOARD	
<p>The institution has a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board is ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. Its membership is sufficient in size and composition to fulfill all board responsibilities. The governing board is an independent policy-making body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. The board adheres to a conflict of interest policy that assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.</p>	<p>The Board of Trustees of the San Mateo County Community College District governs Cañada College and thus will also govern the program at Tianhua University.</p>
4. CHIEF EXECUTIVE OFFICER	
<p>The institution has a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.</p>	<p>Cañada College has a full time administrator (President).</p>
5. ADMINISTRATIVE CAPACITY	
<p>The institution has sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.</p>	<p>There are sufficient staff to carry out the program activities.</p>
6. OPERATIONAL STATUS	
<p>The institution is operational, with students actively pursuing its degree programs.</p>	<p>Cañada College is operational.</p>
7. DEGREES	
<p>A substantial portion of the institution's educational offerings are programs that lead to degrees, and a significant proportion of its</p>	<p>A substantial portion of the offerings at Cañada lead to</p>

students are enrolled in them.	degrees.
8. EDUCATIONAL PROGRAMS	
The institution's principal degree programs are congruent with its mission, are based on recognized higher education field(s) of study, are of sufficient content and length, are conducted at levels of quality and rigor appropriate to the degrees offered, and culminate in identified student outcomes. At least one degree program must be of two academic years in length.	The program in China is congruent with the mission, and the courses offered are the same as those offered on campus.
9. ACADEMIC CREDIT	
The institution awards academic credits based on generally accepted practices in degree- granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements provide appropriate information about the awarding of academic credit.	The credits provided for the program in China will be based on the same criteria as those on the Cañada College campus.
10. STUDENT LEARNING AND ACHIEVEMENT	
The institution defines and publishes for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve these outcomes.	The SLOs have been identified for all of the courses to be offered and assessments will be conducted.
11. GENERAL EDUCATION	
The institution defines and incorporates into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component includes demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education has comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for areas of study for general education.	The general education definition applies to all of the coursework to be provided in China.
12. ACADEMIC FREEDOM	
The institution's faculty and students are free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution maintains an atmosphere in which intellectual freedom and independence exist.	The faculty will have academic freedom in teaching their coursework. This provision (as well as many others) is written into the formal agreement.
13. FACULTY	
The institution has a substantial core of qualified faculty with full-time responsibility to the institution. The core is sufficient in size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.	The faculty teaching in China must meet the same qualifications as those on the Cañada campus.
14. STUDENT SERVICES	
The institution provides for all of its students appropriate student services that support student learning and development within the context of the institutional mission.	Student support services will be provided by the Coordinator and the faculty.

15. ADMISSIONS	
The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.	The admissions policies for the students in China will be the same as those required for any international student attending Cañada College.
16. INFORMATION AND LEARNING RESOURCES	
The institution provides, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.	Information and learning resources will be available through our on-line library system and by the faculty on-site (e.g. tutoring).
17. FINANCIAL RESOURCES	
The institution documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.	The SMCCCD has adequate funding base to support this program.
18. FINANCIAL ACCOUNTABILITY	
The institution annually undergoes and makes available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution shall submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant or by an appropriate public agency, who has no other relationship to the institution, for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide <u>Audits of Colleges and Universities</u> , published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process.	The SMCCCD undergoes an annual audit and this program will be included in this process.
19. INSTITUTIONAL PLANNING AND EVALUATION	
The institution systematically evaluates and makes public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution provides evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution assesses progress toward achieving its stated goals and makes decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation.	Cañada College has a well developed planning process. This program has been discussed at the planning council meetings. The outcomes for this program will be included in reports to these councils as well as the Board of Trustees.
20. PUBLIC INFORMATION	
The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:	All of this information is included in the Cañada College catalog which will be used by the students in China.

21. RELATIONS WITH THE ACCREDITING COMMISSION	
<p>The institution provides assurance that it adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions and policies, and will make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.</p>	<p>In conducting this program in China, Cañada College will adhere to the eligibility requirements and accreditation standards.</p>

G. Accreditation Standards Fulfilled

For the San Mateo Program at Tianhua University, all accreditation standards will be followed, just as they are with courses offered at the Cañada College campus. Specifically, the college is addressing the requirements in two key accreditation policy documents:

- Policy on Principles of Good Practice in Overseas International Education Programs For Non-U.S. Nationals
- Policy on Contractual Relationships with Non-Regionally Accredited Organizations

The responses as to how the program meets these policy requirements are included in the Appendix of this proposal.

APPENDICES

Planning Agreements with Tianhua University

- Memorandum of Understanding and Initial Letter of Intent with the Shanghai Friendship Association – October 5, 2010
- Memorandum of Understanding and Letter of Intent with Shanghai Normal University – Tianhua College – February 14, 2011
- Planning Agreement for Academic Cooperation Between SMCCCD and Shanghai Normal University – Tianhua College – March 15, 2011

Proposed Cañada College Curriculum at Tianhua

Minutes: April 13, 2011 SMCCCD Board of Trustees

Tianhua University: Description and Photos: Excerpts from Power Point Presentation to the Board of Trustees (4/13/11)

Addressing Requirements of the Policy on Principles of Good Practice in Overseas International Education Programs For Non-U.S. Nationals

Addressing Requirements of the Policy on Contractual Relationships with Non-Regionally Accredited Organizations

Planning Agreements with Tianhua University

The picture below was taken on February 14, 2011, at Cañada College, when a delegation from Tianhua University visited campus. The MOU signed at that time was intended to set up basic parameters for the program. This agreement as well as two others follow.



Insert Agreements Here

Minutes: April 13, 2011 SMCCCD Board of Trustees

At the Board of Trustees meeting on April 13, 2011, a detailed presentation of the San Mateo Program at Tianhua was conducted. The Board is very supportive of this opportunity and will be taking formal action at their June meeting.

Tianhua University: Description and Photos: Excerpts from Power Point Presentation to the Board of Trustees (4/13/11)

The slides below were excerpted from a Power Point presentation made by the Cañada College President at the Board of Trustees meeting on April 13, 2011. The pictures are from the visit to China he made along with the Vice Chancellor during March 2011. The trip was intended to view the facilities and equipment available for the courses to be offered at the University.

**热烈欢迎圣马特奥社区大学
领导来我校参观访问！**

**Welcome Guests from
San Mateo County Community College District**



**Shanghai Normal University
Tianhua College**

A Brief Introduction





Overview



- ⊙ **Non-profit higher institution**
- ⊙ **Founded in April, 2005**
- ⊙ **Jointly established by**
 - Shanghai Normal University
 - Shanghai Tianhua Education and Culture Investment Co. Ltd

SHANGHAI NORMAL UNIVERSITY TIANHUA COLLEGE



Overview

6 Disciplines	22 Undergraduate Programs	
Engineering	Machinery Design, Manufacture and Automation	Automobile Service Engineering
	Electronic Information Engineering	Mach-Electronics Engineering
	Communication Engineering	Computer Science and Technology
	Network Engineering	Traffic and Transportation
Science	Applied Psychology	
Management	Tourism Management	Logistics Management
Economics	Financial Management	International Business
Liberal arts	English	Teaching Chinese as a Foreign Language
	Japanese	Digital Media Arts
	German	Art Design
Education	Preschool Education	Primary School Education
	Art Education	



SHANGHAI NORMAL UNIVERSITY TIANHUA COLLEGE



Overview

Geographic Location

- Connected with downtown area through Metro Line 11 and several expressways



SHANGHAI NORMAL UNIVERSITY TIANHUA COLLEGE



International Exchange

- Sending 35 teachers to pursue a EdD degree in the US
- Sending 30 administrative staff as visiting scholars



SHANGHAI NORMAL UNIVERSITY TIANHUA COLLEGE



Gallery for Mental Cultivation (Wisdom of an Ancient Civilization
Infused Into a Modern Education in a Modern Era)



Policy on Principles of Good Practice in Overseas International Education Programs For Non-U.S. Nationals

Insert document here

Policy on Contractual Relationships with Non-Regionally Accredited Organizations

Insert document here