



Interstate Passport® Passport State Facilitator Role and Expectations

Role of the Passport State Facilitator

The Passport State Facilitator (PSF)—one representing each participating state—plays a key role in the operation of the Interstate Passport Network, representing the state's and institutional interests in the operation of the program, and also ensuring that each institution is carrying out its responsibilities for implementation. The PSF serves as the local expert on Interstate Passport and oversees all intrastate activities involving stakeholders at participating institutions and other interested institutions and coordinates the involvement of representatives from the state's Network institutions (and/or others as appropriate) in the program's interstate activities.

The PSF is also the state's primary representative on the Passport Review Board. In this role, the PSF represents the perspective of constituents in planning, implementing, and evaluating Interstate Passport's interstate activities and serves as the official voting representative for the state. The PSF brings a unique and powerful perspective to the Passport Review Board discussions and deliberations and, as such, is integral to determining the policies and direction of the program.

Regardless of the position the PSF may have in the state's higher education community, he or she should be conscious of the campus culture at all member and prospective member institutions and strive to serve them objectively and equally.

The list of current PSFs is available at <http://interstatepassport.wiche.edu/facilitators>.

Expectations of Passport State Facilitators

Becoming Part of the Network

When working with prospective member institutions that are joining the Interstate Passport Network, the PSF will consult with institution leaders and stakeholders to identify a qualified individual to serve in the role of Institution Liaison.

The PSF will work with each institution's Institution Liaison to develop a clear understanding of the program's components, how it operates, and what is required of the institution in the process of joining the Interstate Passport Network. The PSF will serve as a resource and assist the Institutional Liaison with completing the necessary steps to join the Network.

Network Members

An ongoing responsibility of the PSF is to educate, communicate with, convene, as necessary, and solicit feedback from stakeholders and decision makers in the state/institutions about Interstate Passport, and the activities and outcomes for the program. Specific responsibilities include:

Intrastate

- Building awareness and interest in participating in the Interstate Passport Network among two-year and four-year public and private regionally accredited institutions in the state by holding meetings and making presentations.
- Naming representatives to each of the nine knowledge and skill areas through an agreed upon process.
- Serving as the local expert on Interstate Passport by communicating and responding to inquiries about the program from stakeholders and gathering feedback for the Interstate Passport program staff.

- Working with all of the state's Network member institutions to fully implement the Interstate Passport program and address all questions and concerns.

Interstate

- Participating in monthly calls of PSFs with the Passport State Coordinator and staff to discuss prospective member status, make recommendations on issues, and plan joint activities.
- Seeking clarifications from and keeping Interstate Passport program staff informed about issues, concerns and/or needs that arise within the state.
- Coordinating arrangements for the Passport State Coordinator to visit the state to meet with key constituents, if appropriate.
- Serving as the state's official representative on the Passport Review Board, which will perform the following tasks:
 - Set the policies for the ongoing operation of Interstate Passport.
 - Monitor reports prepared by Interstate Passport's Institutional Researcher on the performance of Passport students based on data collected from participating institutions through the tracking process.
 - Publish an annual report each year on the status of the Interstate Passport program.
 - Recommend topics for research needed to help shape this initiative as well as research topics that arise because of it.
 - Contribute advice in discussions related to the business/sustainability plan for the Interstate Passport's on-going operations and expansion.
- Assuming other tasks to meet the goals and objectives of the program as mutually agreed upon with program staff.
- Submit quarterly progress reports to the program manager on Interstate Passport program status within the state.