

## NAFSA SUBCOMMITTEE CHARGE

To: Mary Reeves, Vice President, Education and Professional Development

From: Evelyn Levinson, Chair, Recruitment, Admission and Preparation KC

Date: November 9, 2010

Re: Request to Renew a Subcommittee Named: Admissions and Credential Evaluation

Sponsoring KC/ Committee	Recruitment, Admissions, and Preparation
Proposed subcommittee Why is it needed? Is the work ongoing?	To create and disseminate knowledge for and facilitate networking among international educators whose jobs include international admissions, credential evaluation, and enrollment management.
Relates to which KC/sponsoring committee outcome/objective?	<p><i>Strategic Plan (2011-2013):</i></p> <p>2.2 Develop resources and opportunities to equip international educators to foster, support, and promote sustainable campus internationalization.</p> <p>3.1 Enhance NAFSA's position in ... recruitment, admissions, and preparation by anticipating and creatively addressing emerging issues and trends.</p> <p>3.2 Establish NAFSA as a leader in ... international enrollment management by producing programs, products, and services for those engaged in these areas.</p> <p>GOAL 4 Achieve excellence in professional development and educational products, services, and conferences for international educators.</p> <p>This subcommittee will support the strategic objectives outlined in the 2009 RAP Retreat Report.</p>
Subcommittee outcome accountability  What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?  <i>Note: feel free to describe "benchmarks" along the way.</i>	<p>Develop Web resources and publications for the Admissions and Credential Evaluation network.</p> <p>Ensure the <i>wRAP Up newsletter</i> is published three to four times per year, including a special edition at conference time.</p> <p>Create conference session templates that can be proposed for national and regional NAFSA conferences and possibly other conferences on international admissions and credentials evaluation.</p>
Subcommittee composition: Who selects chair? # of members? Skills needed?	<p>Chair of the subcommittee will be appointed by the RAP chair.</p> <p>Subcommittee should consist of up to six additional members. The managing editor of <i>wRAP Up</i> will sit on the subcommittee. At least one subcommittee member should have expertise and 5 or more years experience in each of the following areas: admissions, enrollment management, and credential evaluation. Experience in writing, editing and research.</p>
Time commitment for Members	Two years. There will be a subcommittee meeting at the annual conference prior to the start of the conference. Other meetings will be conducted virtually, with up to four conference calls per year possible.

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National Resources Needed	Staff time in aiding in posting of newsletter and other Web resources, as well as facilitating up to four conference calls per year.
Next review date	12/2013
Approved by Board (Date of meeting)	December 3 <sup>rd</sup> , 2010