

NAFSA SUBCOMMITTEE CHARGE

To: Mary Reeves, VP for Education & Professional Development

From: Cynthia Banks, Chair of the Education Abroad Knowledge Community

Date: December 2010

Re: Request to renew a subcommittee: Work, Internships, and Volunteering Abroad (WIVA), exp. 12.12

Sponsoring KC/ Committee	Education Abroad Knowledge Community
Proposed subcommittee Why is it needed? Is the work ongoing?	The significant growth in education abroad programs for work, internships, and volunteering merits national level attention. Special attention is needed for best practices, resources for advisers and administrators, data collection, outcomes assessment, research, and articulating linkages between international educational experiences and international careers.
Relates to which KC/sponsoring committee outcome/objective?	Outcomes: <ul style="list-style-type: none"> - Produce an up-to-date overview of all knowledge development and dissemination activities within the context of the Strategic Plan. - Demonstrate an up-to-date understanding of member needs related to this knowledge community based on systematic assessment.
Subcommittee outcome accountability What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	Develop annual work list to complete specific tasks related to the above outcomes which may include, as needed: <ul style="list-style-type: none"> - Create outlines for regional and annual conference sessions and workshops. - Provide professional education to support education abroad administrators and advisers.
Subcommittee composition: Who selects chair? Number of members? Skills needed?	The chair is appointed by the EA KC chair for a two-year renewable term, renewable once. The chair provides quarterly reports on achieved outcomes to the Network Leader and Content Coordinator – Program and Participant Development: Underrepresentation and WIVA. NAFSA members interested in contributing to the subcommittee's goals and tasks will be appointed by the chair or co-chairs of the subcommittee for a two-year renewable term, renewable once. Optimum size for the subcommittee is 4-8 members. Skills needed: Members need to have expertise in or a good understanding of education abroad programs for work, internships, and volunteering and how they impact the management of education abroad programs. In addition, subcommittee members

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	<p>need to stay abreast of current issues that will have an impact in the field.</p>
Time commitment for Members	<p>One to two hours per week, but will vary according to the tasks by each member and whether there are current issues that must be addressed quickly. Members will need to maintain and update Web pages, forms, toolkits, or other practice tools.</p> <p>The subcommittee chair or co-chairs will hold calls, as needed, with subcommittee members, and with other NAFSA subcommittee members, if necessary.</p> <p>Members could be asked to submit session proposals for regional and/or annual conferences; and assist in producing written materials for the Web.</p>
National Resources Needed	<p>Conference calls, meeting space at Annual Conference; NAFSA staff support for maintaining Web pages, review, format, and publicize network resources.</p>
Next review date	<p>December 2012</p>
Approved by Board (Date of meeting)	<p>December 3rd, 2010</p>