

NAFSA SUBCOMMITTEE CHARGE

To: Chris Viers, VP Education & Professional Development
 From: Mark Hallett, Chair, Knowledge Community for International Student and Scholar Services
 Date: November 1, 2007
 Re: Request to Renew a Subcommittee Named: **Professional Development Subcommittee**

Sponsoring KC/ Committee	Knowledge Community – International Student and Scholar Services
Proposed subcommittee Why is it needed? Is the work ongoing?	Coordination committee for 9 workshops, training, and any curriculum updates that are requested by the KCCC Training Coordination Subcommittee
Relates to which KC/sponsoring committee outcome/objective?	Prioritize work and request and allocate resources in accordance with member needs and the Strategic Plan.
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>	<ul style="list-style-type: none"> • Coordinate Foundations and Professional Practice Workshops (PPW) under the responsibility of KC-ISSS. • Collaborate with TCS on Trainer Corps recruitment and review. • Recruit Chairs & Presenters for workshop presentations • Establish task forces for curriculum updates, as requested by the Training Coordination Subcommittee. • Monitor member needs for workshops for all aspects of international and student scholar services, including campus and community based programming • Communicate KC-ISSS needs to the Training Coordination Subcommittee and NAFSA CES Department.
Subcommittee composition: Who selects chair? # of members? Skills needed?	Chair appointed by the KC chair. Members – approximately 8-10, comprising current and future Foundations and PPW deans.
Time commitment for Members	Chair serves a two year term. Time commitment will vary average about 10-15 hours per month, with heavier time commitments for some initiatives and projects. Members – “Deans” – serve 2 year appointments, with an optional one year extension.
National Resources Needed	TCS budget will cover expenses related to curriculum development and review. E-community support and conference meeting space for planning purposes is also requested.
Next review date	12/2010
Approved by Board (Date of meeting)	November 30, 2007