

NAFSA SUBCOMMITTEE CHARGE

To: Mary Reeves, Vice President, Education and Professional Development
 From: Sandy Soohoo-Refaei, Chair, Knowledge Community for International Student and Scholar Services
 Date: November 1, 2010
 Re: Request to Renew a Subcommittee Named: KCISS Information Management Subcommittee

Sponsoring KC/ Committee	Knowledge Community for International Student and Scholar Services
Proposed subcommittee Why is it needed? Is the work ongoing?	<p>The subcommittee will:</p> <ul style="list-style-type: none"> • Coordinate efforts of KCISSS in creating and maintaining up-to-date information products to meet the needs of members and non-members. • Ensure that products follow guidelines and standards established by the Subcommittee on Information Management (SIM) in the KC Coordinating Committee. • Review proposals for information products and discuss appropriate modes of delivery. • Submit proposals as appropriate to the SIM for consideration. • Encourage members and non-members to contribute as writers and editors for information products. • The work of the subcommittee will be ongoing.
Relates to which KC/sponsoring committee outcome/objective?	<p>STRATEGIC PLAN GOAL 4: ACHIEVE EXCELLENCE IN PROFESSIONAL DEVELOPMENT AND EDUCATIONAL PRODUCTS AND SERVICES.</p> <p>KCISSS Objective: Develop resources to help ISSS professionals in their jobs.</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>	<ul style="list-style-type: none"> • Provide input to SIM through the chair of the subcommittee. • Review proposals submitted by members of the KC and ensure that they meet the standards established by SIM. • Respond to member queries regarding the development of proposals for information products, and work with writers/developers/editors in shepherding the process through SIM. • Review current information products and make suggestions for possible revision of products.
Subcommittee composition: Who selects chair? # of members? Skills needed?	<p>The SIM representative(s) to the KC serves as the chair of this subcommittee who will appoint the number of members deemed appropriate for carrying out the objectives. Skills needed include the ability to review proposals for information products.</p>
Time commitment for Members	<p>It is anticipated that the majority of the evaluation of proposals will be conducted online when the need arises. Members of the subcommittee may utilize the NAFSA discussion forums, the Annual Conference, and</p>

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	other means for soliciting comments and opinions from members, as well as finding contributors and reminding members of the proposal process.
National Resources Needed	Conference calls, space for Subcommittee to meet at Annual Conference.
Next review date	December 2013
Approved by Board (Date of meeting)	December 2010