

NAFSA SUBCOMMITTEE CHARGE

To: Mary Reeves, VP for Education & Professional Development

From: Gayle Woodruff, 2010 TLS Chair

Date: March 2010

Re: Request to Form a Subcommittee Named: Conference Coordination Sub-Committee

Sponsoring KC/ Committee	Teaching, Learning, and Scholarship KC
Proposed subcommittee Why is it needed? Is the work ongoing?	<p>In addition to the work that the ACC does to create the annual conference each year, there are tasks that each KC is responsible for making happen, including hosting the networking reception, leading the KC update, and staffing the KC station in the NAFSA Commons. This work can serve four purposes:</p> <ul style="list-style-type: none"> • Create an additional way for the KC reach out to a wide range of members and non-members interested in the work of the KC, involving them in time-specific ways; • Create additional points of information for the KC team to use in understanding member needs and trends in the field; • Offer the volunteer a glimpse of NAFSA leadership opportunities to help her/him assess her/his interest in future leadership options; and • Provide the KC team an opportunity to assess leadership potential in a number of new volunteers.
Relates to which KC/sponsoring committee outcome/objective?	<p><i>Strategic Plan Objectives:</i></p> <ul style="list-style-type: none"> • Build a strong practice information system that facilitates the dissemination of authoritative practice information and promotes member-to-member support on practice issues. • Expand the services and products for professionals in international education leadership and international/intercultural teaching, learning, and scholarship.
Subcommittee outcome accountability What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables? <i>Benchmarks:</i> <i>Increased knowledge about TLS and participation in TLS sessions by NAFSA</i>	<p>The subcommittee (SC) will support the work of the ACC TLS member by:</p> <ul style="list-style-type: none"> • Assisting the ACC TLS member as needed with creating and implementing a plan/system for seeding and soliciting conference proposals and reviewing and ranking TLS-related session proposals. • Creating and implementing a plan/system for ensuring that activities planned for the TLS networking reception are well-promoted to the TLS community (i.e., drafting network announcements and e-mail blasts or Web page, announcements for use by NAFSA regions, starting relevant discussions in TLS networks, etc.) and staffed by volunteers. • Coordinating the KC volunteer participation in NAFSA Commons and KC networking center schedules to ensure that all timeslots have at least one and preferably two or more volunteers. • Soliciting poster proposals, and coordinating TLS-related poster sessions, including providing guidance to participants and facilitating additional submission review.

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<p><i>members</i></p> <p><i>Identification by faculty and academics of TLS as a resource for theory/practice/theory</i></p> <p><i>Participation in TLS sessions by members of other related professional organizations</i></p> <p><i>TLS representatives in all NAFSA regions</i></p>	<ul style="list-style-type: none"> • Assisting the ACC TLS member as needed with soliciting suggestions for and writing proposals for invited speakers. • Working with the TLS chair on the various TLS events at the national conference and promoting TLS as a “cross-cutting” KC for all members. • Working with the TLS past chair to contact TLS regional liaisons to assist with regional outreach to regional conferences to promote TLS activities and events at the annual conference. • Help identify additional regional contacts for submission and promotion of TLS regional conference sessions, as well as information to assist regional members in explaining and promoting TLS networks at the regional level, in coordination with the TLS network managers.
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p>The SC chair will be the TLS team conference coordinator who is appointed by the TLS chair.</p> <p>The six to nine SC members will be selected by the SC chair, at least two of which are based outside the United States. Members must have at least one year’s experience working in the field. Familiarity with TLS networks is also desirable.</p>
<p>Time commitment for Members</p>	<p>During the proposal review process, 10 hours will be required over 4 weeks for proposal review and ranking.</p> <p>At other times of year, an average of 1/2 to 2 hours per week will be needed for monitoring activity, participating in or initiating discussions in the networks, and coordinating work, some weeks requiring less time than others.</p> <p>Presentations at regional NAFSA conferences (and other professional conferences) may be requested by the national team, requiring additional prep time and actual presentation time.</p>
<p>National Resources Needed</p>	<p>Three conference calls per year with a maximum of 12 people (SC plus TLS chair or chair-elect and 1 staff person) @ approximately \$170.</p> <p>Staff time to set up conference calls, facilitate meeting scheduling, and post resources to the network.</p>
<p>Next review date</p>	<p>December 2012</p>
<p>Approved by Board (Date of meeting)</p>	<p>February 2010</p>