

### Request for Subcommittee Renewal

To: Education and Professional Development Committee of the Board  
 From: Christopher Viers, Vice President, Education and Professional Development  
 Date: December 2008  
 Re: **Request for Board Renewal of Subcommittee: KCCC Training Coordination Subcommittee**

Sponsoring committee/KC	Knowledge Community Coordinating Committee
Subcommittee	Training Coordination Subcommittee
Relates to committee/KC outcome/objective	<ul style="list-style-type: none"> <li>▪ Project medium- and longer-term professional training needs for the association and the field of international education and exchange.</li> <li>▪ Prioritize work and allocate resources in accordance with member needs and the Strategic Plan.</li> <li>▪ Produce a consolidated work plan each year.</li> <li>▪ Coordinate the development and delivery of training services based on systematic assessment of member needs.</li> </ul>
Subcommittee outcome accountability	<ul style="list-style-type: none"> <li>▪ Coordinate the work of the KCs in developing and maintaining an up-to-date, high quality suite of training programs that address member and non-member needs, including Core Education Program (CEP) workshops, e-learning courses and other training programs.</li> <li>▪ Resolve any overlap among KC offerings; coordinate any pan-NAFSA offerings.</li> <li>▪ Ensure that the annual training offerings in various venues meet member needs and reflect market demand.</li> <li>▪ Establish and periodically revise guidelines and standards for CEPs as well as other training offerings (Conference workshops, MDP, Academy, e-learning and other virtual learning events, etc.).</li> <li>▪ Establish and periodically review and revise the standards for trainers for training programs (such as Trainer Corps, Academy coaches, MDP trainers, etc).</li> <li>▪ Develop and implement a program to identify, recruit and train trainers to deliver training programs</li> <li>▪ Coordinate with Academy Chair, MDP lead trainers, Annual Conference Committee workshop coordinator as well as other member leader groups planning professional development programs</li> </ul>
Composition:	<ul style="list-style-type: none"> <li>▪ Chair, appointed by the VP/E&amp;PD, who shall serve one year as chair-designate and then two years as chair.</li> <li>▪ Chair-designate (depending on which year in the chair's cycle).</li> <li>▪ Training Coordinator (or similar position) of each of the Knowledge Communities (5)</li> </ul>
Next review date	12/2011