

## NAFSA SUBCOMMITTEE CHARGE

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To: Mary Reeves, VP for Education & Professional Development

From: Martha Denney, TLS Chair

Date: February 23, 2009

**Re: Request to Renew the Subcommittee Named:  
Intercultural Communication and Training (ICT) Network SC**

Sponsoring KC/ Committee	Teaching, Learning, and Scholarship KC
Proposed subcommittee Why is it needed? Is the work ongoing?	The Intercultural Communication and Training professional network (ICT) provides a mechanism for disseminating knowledge and fostering discussion around this important topic. As the field of international education matures, there is increasing need for applying existing theory to practice and considering how practice can inform discovery, possibly leading to new theories of intercultural communication. Some focused attention is required to identify and create practice resources, as well as fostering an environment in the online community conducive to discussion.
Relates to which KC/sponsoring committee outcome/objective?	<i>Strategic Plan Objectives:</i> <ul style="list-style-type: none"> <li>• Expand the services and products for international education professionals in the area of international/intercultural teaching, learning, and scholarship.</li> </ul>
Subcommittee outcome accountability  What needs to be achieved? Action? Is it congruent with KC's outcomes/ deliverables?	The subcommittee (SC) will assist the network leader (and SC chair) in the following ways: <ul style="list-style-type: none"> <li>• make specific suggestions for: <ul style="list-style-type: none"> <li>➢ populating the network with resources, including a list of needed resources, skills and knowledge required for the creators of these resources, and names of any potential creators already known to the SC members;</li> <li>➢ increasing the number of network subscribers, including populations to target and recommendations of specific events at which the network might be promoted;</li> <li>➢ identifying discussion topics and names of potential participants who can generate discussion in the network forum.</li> </ul> </li> <li>• periodically review the network to ensure current content, user-friendly titles, and timely discussion topic replies,</li> <li>• make suggestions for new resources, documents, events, and announcements,</li> <li>• provide assistance in drafting text of new and revised resources, including intros and descriptions,</li> <li>• promote the network at NAFSA events and other relevant professional meetings and encourage participation,</li> <li>• recruit members to participate in online discussions,</li> <li>• support the development of the theory connections, reflections, and applications theme within TLS networks, and on the ICT network specifically.</li> </ul>

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	<p>The SC will produce an update to the TLS team for the leadership meetings held at WLM (January) and the NAFSA annual conference (May) regarding resources that need updating, creating, or retiring, as well as discussion topics, and other areas where the team could assist in promoting participation in the network.</p>
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p>The SC chair will be the ICT network leader who is appointed by the TLS chair. Three to four additional SC members will be selected by the ICT network leader. Members must be familiar with theory and practice related to intercultural communication and training, having at least one year's experience working in the field. Skill in concise writing, as well as an interest in mentoring others and participating in online discussions will be helpful.</p>
<p>Time commitment for Members</p>	<ul style="list-style-type: none"> <li>• Preparing a report for WLM and annual conference leadership team meetings may require an additional five hours in January and in May. Presentations at regional NAFSA conferences (and other professional conferences) may be requested by the national team, requiring additional prep time and actual presentation time.</li> <li>• A one-hour conference call before the annual conference may be requested to assist in drafting the report.</li> </ul>
<p>National Resources Needed</p>	<ul style="list-style-type: none"> <li>• Meeting space at annual conference.</li> <li>• Three conference calls per year with a maximum of 8 people each (SC members plus TLS chair or chair-elect, TCS member, and 1 staff person).</li> <li>• Staff time for setting up conference calls, facilitating meeting scheduling, and posting resources to the network.</li> </ul>
<p>Next review date</p>	<p>March 2012</p>
<p>Approved by Board (Date of meeting)</p>	<p><i>March 28<sup>th</sup>, 2009</i></p>