

NAFSA SUBCOMMITTEE CHARGE

To: Mary Reeves, Vice President, Education and Professional Development

From: Evelyn Levinson, Chair, Recruitment, Admissions, and Preparation KC

Date: November 5, 2010

Re: Request to Renew a Subcommittee Named: Conference Planning Subcommittee

Sponsoring KC/ Committee	Recruitment, Admissions, and Preparation
Proposed subcommittee Why is it needed? Is the work ongoing?	To encourage session and workshop proposals, review proposals, and coordinate the RAP networking center at the NAFSA annual conference; as possible, to encourage session and workshop proposals at NAFSA regional conferences
Relates to which KC/sponsoring committee outcome/objective?	<p><i>Strategic Plan (2011-2013):</i></p> <p>2.2 Develop resources and opportunities to equip international educators to foster, support, and promote sustainable campus internationalization.</p> <p>3.1 Enhance NAFSA's position in ... recruitment, admissions, and preparation by anticipating and creatively addressing emerging issues and trends.</p> <p>3.2 Establish NAFSA as a leader in ... international enrollment management by producing programs, products, and services for those engaged in these areas.</p> <p>GOAL 4 Achieve excellence in professional development and educational products, services, and conferences for international educators.</p> <p>This subcommittee will support the strategic objectives outlined in the 2009 RAP Retreat Report.</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>	<p>Work with the RAP team in determining priorities for session topics to develop a RAP call for session and workshop proposals. At annual conference solicit session and workshop proposals for the following year's conference.</p> <p>Review session proposals and rank in order of priority for past-chair to follow through with the ACC.</p> <p>Coordinate networking center volunteer schedule for holding special networking and roundtable events in the center.</p>
Subcommittee composition: Who selects chair? # of members? Skills needed?	<p>The chair of this subcommittee will be the KC-RAP past-chair and will represent KC-RAP on the ACC. The subcommittee members and subcommittee chair will choose an assistant chair among its current members.</p> <p>Subcommittee should consist of approximately 5-6 members with expertise in one or more of the following areas: admissions,</p>

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	recruitment/marketing, enrollment management, credential evaluations, ESL teaching, ESL administration, overseas advising, and sponsored program agencies. Minimum of 3 years experience. Members will have made conference presentations at either a regional or national level. Good interpersonal skills.
Time commitment for Members	Two years, with proposal review taking significant time in late August through October. If the past chair opts not to chair this subcommittee, s/he will appoint the subcommittee chair in consultation with the KC-RAP and Annual Conference Committee chairs. Members will be appointed by the subcommittee chair in time to meet as a group at the annual conference in the year preceding the conference being planned.
National Resources Needed	Pre-conference meeting space at the preceding year's annual conference; staff time to facilitate up to four conference calls as needed.
Next review date	12/2013
Approved by Board	December 3 rd , 2010