

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: Information Management Subcommittee

Sponsoring KC/ Committee	Recruitment, Admissions, and Preparation
Proposed subcommittee Why is it needed? Is the work ongoing?	To create and disseminate knowledge for international educators whose jobs include international admissions, credential evaluation, marketing and recruitment, overseas advising and counseling, English language training administration, sponsored program agencies, and enrollment management.
Relates to which KC/sponsoring committee outcome/objective?	Strategic Plan (2011-2013): 2.2 Develop resources and opportunities to equip international educators to foster, support, and promote sustainable campus internationalization. 3.1 Enhance NAFSA's position in ... recruitment, admissions, and preparation by anticipating and creatively addressing emerging issues and trends. 3.2 Establish NAFSA as a leader in ... international enrollment management by producing programs, products, and services for those engaged in these areas. GOAL 4 Achieve excellence in professional development and educational products, services, and conferences for international educators. This subcommittee will support the strategic objectives outlined in the 2009 RAP Retreat Report.
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>	Provide input to the KCCC Subcommittee on Information Management (SIM) process. Provide oversight of publications projects that span more than one year, including Web resources on RAP networks and e-Publications that require regular updating. Manage a prioritized list of publications needs of RAP-related areas, including print, e-Publication, and Web resources to assist the SIM RAP member at RAP team and SIM meetings.
Subcommittee composition: Who selects chair? # of members? Skills needed?	Chair of the subcommittee will be the SIM RAP Coordinator who sits on the RAP team. Subcommittee should consist of three to five additional members. Members should have expertise in one or more of the following areas: admissions, recruitment, marketing, enrollment management, credential evaluation, ESL teaching, ESL administration, overseas advising, and sponsored program agencies. Minimum of 3 years experience, Good interpersonal skills. Experience in Web development and maintenance, writing and editing, and/or publishing is preferred.
Time commitment for Members	Two years. There will be a subcommittee meeting at the annual conference prior to the start of the conference. Other meetings will be conducted virtually, possibly one or two conference calls a year.
National Resources	Facilitation of one or two conference calls per year and secure meeting space at

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Needed	annual conference, as needed.
Next review date	12/2013
Approved by Board (Date of meeting)	December 3 rd , 2010