

NAFSA SUBCOMMITTEE CHARGE

To: Bonnie Bissonette, VPPPP

From: Kirsten McKinney, Chair, Education Abroad Regulatory Practice Committee

Date: December 3, 2018

Request to Renew a Subcommittee Named: Consular Affairs Liaison Subcommittee, expiring December 2020

Sponsoring Committee	Education Abroad Regulatory Practice Committee
Background: Why is this subcommittee needed?	<p>Advisers and institutions benefit from authoritative and up-to-date information about changing foreign visa requirements/procedures for U.S. education abroad students and especially about the variations in these requirements by regional consulate offices. The subcommittee serves as a liaison directly with foreign consular officials to seek case-specific assistance for student visa applications. A secondary role of the subcommittee is to serve as a body that develops training materials for educating advisors in the field.</p> <p>The CAL Subcommittee of the EA RP Committee is charged with developing relationships with visa officers at international consulates in the United States to clarify visa and immigration procedures and to assist education abroad colleagues in the field of international education</p>
Relates to which sponsoring committee outcome/objective?	<p>2018-2020 Strategic Plan Objectives assigned to sponsoring committee:</p> <p>3.1 Encourage further development of practices that increase the diversity and number of U.S. students studying abroad and of international students enrolling in higher education institutions in the United States.</p> <p>4.6 Maintain NAFSA as an indispensable source of guidance to U.S. government agencies in forming regulations and practice policies that affect student and scholar mobility.</p> <p>Standing Rules VII: Member-Leader Structures/Knowledge Communities. Section B: Education Abroad Regulatory Practice Committee</p> <ul style="list-style-type: none"> ▪ Develop and maintain a system to receive regulatory practice issues from members and other sources.

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	<ul style="list-style-type: none"> ▪ Identify regulatory and practice issues that need action through regulatory liaison by staff or members as requested by staff. ▪ Identify practice items to be referred to knowledge communities for action through further education and practice resources. ▪ Assist the vice president for public policy and practice in communicating to members on regulatory practice issues.
<p>Results expected: What deliverable(s)? Describe the deliverable By when?</p> <p><i>Note: feel free to describe “benchmarks” along the way.</i></p>	<p>Subcommittee will</p> <ul style="list-style-type: none"> ▪ Initiate, sustain, and enrich working relationships with the visa officer at the assigned consulate. ▪ Respond to requests for assistance from education abroad colleagues regarding student visa matters. ▪ Identify changes in visa policies and procedures and inform the country coordinator and NAFSA staff. ▪ Work with the country coordinator for the same country, and with NAFSA staff to resolve policy and procedure issues in a fashion that assists the consulate visa office and the study abroad program advisers. ▪ Consult with the country coordinator regarding action needed to resolve emergencies reported by the education abroad community. ▪ Encourage members and others to report emerging trends to IssueNet, Education Abroad Visa Help, and/or the EA KC Discussion Forum.
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p>The chair of CAL and the CAL Representative will be appointed by the VP/PPP in consultation with chair of the Education Abroad Regulatory Practice Committee. The CAL chair and CAL Representative serve on the EARP Committee. Their terms are governed by the Standing Rules for EA RP members.</p> <p>The members of CAL (no more than 40 members) will be appointed by the CAL chair, in consultation with the chair of EA-RP, and according to the following criteria:</p> <ul style="list-style-type: none"> • For Country Coordinators, a two-year appointment, renewable once for a maximum of four years. • For Consular Affairs Liaisons, a two-year appointment, renewable once for a maximum of four years.

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	<p><i>Skills needed—</i> Knowledge of study abroad field and required travel documents; ability to establish and nurture liaison relationships; capacity to follow up on subcommittee assignments and relay information and data to the subcommittee chair and staff in a timely manner.</p>
<p>Time commitment of members</p>	<p>5-8 hours per month ongoing during the year, to contact consulate visa staff, reply to EA Visa Help submissions, advisers, and to update NAFSA staff.</p> <p>Attend CAL subcommittee meeting if attending the annual conference.</p> <p>Participate in quarterly calls with country group.</p> <p>Present CAL session at regional and local conferences if attending.</p> <p>Update country-specific CAL webpages</p>
<p>National resources needed</p>	<p>Staff support and funding for the following: initial orientation (virtual); annual CAL business meeting (at Annual Conference); meetings with selected consulate visa offices, conference calls, development and maintenance of IssueNet's EA Visa Help.</p>
<p>Next review date</p>	<p>December 2020</p>
<p>Approval of BOD</p>	<p>December 7, 2018</p>