

## NAFSA SUBCOMMITTEE CHARGE

To: Shen Ko, Vice President for Professional Development and Engagement

From: Lou Berends, Chair, Education Abroad Knowledge Community (EA KC)

Date: November 1, 2018

Re: **Request to renew an EA KC subcommittee: Diversity & Inclusion in Education Abroad Subcommittee**, exp. 12.2021

Sponsoring KC/Committee	Education Abroad Knowledge Community
Proposed subcommittee Why is it needed? Is the work ongoing?	Even as participation in education abroad continues to increase, diverse student populations, academic disciplines, and non- traditional country destinations, continue to be underrepresented. Special attention is needed to improve inclusion of these students and development of advising and support mechanisms for NAFSA members.
Relates to which KC/sponsoring committee outcome/objective	Relates to NAFSA Goals 2, 3, 5, and 6 Outcomes: <ul style="list-style-type: none"> <li>- Provides support each year for the Education Abroad Knowledge Community and the EA KC National Team to assist with EA KC professional development and knowledge acquisition goals.</li> <li>- Demonstrates an up-to-date understanding of member needs related to this knowledge community based on systematic assessment</li> </ul>
Subcommittee outcome accountability  What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	<ul style="list-style-type: none"> <li>- Contribute to EA KC Work Plan with suggestions for items related to Diversity and Inclusion.</li> <li>- Complete assigned Work Plan items and updates as required on work.</li> <li>- Provide knowledgeable experts to be "on call" for questions of EA diversity and inclusion.</li> <li>- Participate in Annual Conference activities, which may include Open Meetings, Sessions, CTWs, Poster Fair, etc..</li> <li>- Develop and provide professional education resources related to Diversity and Inclusion initiatives to support education abroad administrators and advisers.</li> </ul>

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<p>Subcommittee composition: Who selects chair?</p> <p>Number of members?</p> <p>Skills needed?</p>	<p>The subcommittee has a Chair and a Vice Chair and they are appointed by the EA KC chair for a two-year renewable term, renewable once for an additional two-year term. The Vice Chair is also on the National EA KC Team and position title is - Leadership Cultivation &amp; Vice Chair of Diversity and Inclusion.</p> <p>NAFSA members interested in contributing to the subcommittee's goals and tasks must apply during the leadership Open Positions which are during August/September. They will then be appointed by the EA KC Chair and EA KC Chair-elect with input from the Chair and Vice-Chair, for a two-year renewable term. The term may be renewable once. Optimum size for the subcommittee is no less than 5 members and no more than 8 members.</p> <p>Chair and Vice-Chair as well as Subcommittee members require excellent understanding of underrepresented groups and/or academic disciplines in education abroad, non-traditional destinations, and their impact on the management of education abroad programs. In addition, subcommittee members need to stay abreast of current issues affecting the field.</p>
<p>Time commitment for Members</p>	<p>Three to four hours per month, but may vary according to the tasks by each member and whether there are current issues pending. Members will need to maintain and update Web pages, forms, toolkits, or other practice resources. Most importantly they will need to complete assigned EA KC Work Plan items each year.</p> <p>At a minimum, the subcommittee Chair or Vice-Chair will convene quarterly conference calls with additional calls, as needed, to accomplish work plan items.</p> <p>Members will be asked to attend an annual subcommittee meeting held in conjunction with NAFSA Annual Conference; to be available via e-mail to consult when issues arise; to volunteer for specific tasks and projects; to assist in the development and presentation of workshops, sessions and posters, and assist in producing resources.</p>
<p>National Resources Needed</p>	<p>Support for subcommittee conference calls, meeting space at the Annual Conference; NAFSA staff support for workspaces, and posting/updating resources on the NAFSA Web site, and other guidance as needed.</p>
<p>Next review date</p>	<p>December 2021</p>
<p>Approved by Board (Date of meeting)</p>	<p>December 7, 2018</p>