

## NAFSA SUBCOMMITTEE CHARGE

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To: Mary Reeves, VP for Education & Professional Development

From: Cynthia Banks, Chair of the Education Abroad Knowledge Community

Date: December 2010

Re: **Request to renew a subcommittee:** Visa Education subcommittee, exp. 12.13

Sponsoring KC/ Committee	Education Abroad Knowledge Community
Proposed subcommittee Why is it needed? Is the work ongoing?	Education abroad offices across the nation continue to encounter increasingly demanding and often changing requirements for U.S. students and faculty applying for visas. The education abroad community will benefit from a group of EA professionals dedicated to providing educational resources on the visa application process for education abroad administrators and advisers whose audience is students, faculty, and parents.
Relates to which KC/sponsoring committee outcome/objective?	Outcomes: <ul style="list-style-type: none"> <li>- Produce an up-to-date overview of all knowledge development and dissemination activities within the context of the Strategic Plan.</li> <li>- Demonstrate 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?	Develop annual work list to complete specific tasks related to the above outcomes which may include, as needed: <ul style="list-style-type: none"> <li>- Develop practices tools, such as sample forms, toolkits, etc.</li> <li>- Create outlines for regional and annual conference sessions and workshops.</li> <li>- Provide professional education to support education abroad administrators and advisers.</li> <li>- Create practice resources through a partnership effort with the Consular Affairs Liaison subcommittee of the EA-RP committee.</li> </ul>
Subcommittee composition: Who selects chair?  Number of members?	The chair is appointed by the EA KC chair for a two-year renewable term renewable once. The chair provides quarterly reports on achieved outcomes to the Content Coordinator – Strategic Advancement: Visa Education, Funding and Data Collection.  NAFSA members interested in contributing to the subcommittee's goals and tasks will be appointed by the chair or co-chairs of the subcommittee for a two-year renewable term, renewable once. Optimum size for the subcommittee is 4-8 members.

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Skills needed?	Skills needed: Members need a good understanding of visa rules and regulations and how they impact the management of EA programs. In addition, subcommittee members need to stay abreast of current issues that will have an impact in the field.
Time commitment for Members	<p>One to two hours per week, but will vary according to the tasks by each member and whether there are current issues that must be addressed due to sudden changes in visa requirements. Members will need to maintain and update Web pages, forms, toolkits, or other practice tools based on swift changes in visa requirements.</p> <p>The subcommittee chair will hold calls, as needed, with Visa Education subcommittee, the Consular Affairs Liaison subcommittee chair and/or other EA-RP committee members.</p> <p>Members could be asked to submit session proposals for regional and/or annual conferences, and assist in producing written materials for the Web.</p>
National Resources Needed	Conference calls, meeting space at Annual Conference; NAFSA staff support for maintaining Web pages, review, format, and publicize network resources.
Next review date	December 2013
Approved by Board (Date of meeting)	December 3 <sup>rd</sup> , 2010