

NAFSA SUBCOMMITTEE CHARGE

To: Sandy Soohoo-Refaei, Vice President, Professional Development and Engagement

From: Bill Elliott, Chair, International Enrollment Management KC

Date: September 9, 2015

Re: Request to Renew a Subcommittee Named: **Admissions and Credential Evaluation (ACE) exp. 2017**

Sponsoring KC/ Committee	International Enrollment Management KC
Proposed subcommittee Why is it needed? Is the work ongoing?	To create a virtual newsletter to disseminate knowledge and facilitate an exchange of ideas among international educators whose jobs include international admissions, credential evaluation, intensive English programs, international recruitment, overseas educational advising, and international enrollment management.
Relates to which KC/sponsoring committee outcome/objective?	<p><i>Strategic Plan (2014-2017):</i></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>5.2 Continue to create and provide knowledge for members and non-members throughout their career development and across all international education knowledge domains, emphasizing management and strategy areas.</p> <p><i>Standing Rules</i></p> <p>7A/1. Outcome Accountability</p> <ul style="list-style-type: none"> • Prioritize work and request and allocate resources in accordance with member needs and the Strategic Plan. KC work may include training programs, information management, Web sites, etc., designed and delivered through task forces, subcommittees, and networking among members.
Subcommittee outcome accountability What needs to be achieved? Action?	Ensure the <i>IEM Spotlight</i> newsletter is published three to four times annually and addresses the needs of membership on behalf of the KC.
Subcommittee composition: Who selects chair? # of members?	<p>The composition of the subcommittee shall be as follows:</p> <ol style="list-style-type: none"> 1. Managing Editor (appointed by the IEM Chair) 2. Admissions and Credential Evaluation (ACE) Network Leader 3. Up to five additional members <p>At least one subcommittee member should have expertise and 5 or more years experience in each of the following areas: admissions,</p>

Skills needed?	international enrollment management, and credential evaluation.
Time commitment for Members	Two years. There will be a subcommittee meeting at the Annual Conference. Other meetings will be conducted virtually, with up to five conference calls per year possible.
National Resources Needed	Staff time in aiding in review/editing, posting of newsletter and other Web resources, as well as facilitating up to four conference calls per year. (Domain staff, Publications, Web Services)
Next review date	December 2017
Approved by Board (Date of meeting)	