

## NAFSA SUBCOMMITTEE CHARGE

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To: Mary Reeves, VP for Education & Professional Development

From: Martha Denney, 2009 Teaching, Learning, and Scholarship KC Chair

Date: November 16, 2009

**Re: Request to Renew and Rename the Subcommittee Named: Internationalizing the Curriculum and Campus Subcommittee**

Sponsoring KC/ Committee	Teaching, Learning, and Scholarship KC
Proposed subcommittee Why is it needed? Is the work ongoing?	Internationalizing the curriculum is an essential component of comprehensive internationalization and requires the buy-in and efforts of multiple campus constituencies, including faculty, senior campus administrators, and international education professionals. NAFSA is interested in being a player in this area, and the NAFSA professional networks, as well as annual and regional conferences, provide mechanisms for disseminating knowledge and fostering discussion around this important topic. Some focused attention is required to assist the TLS KC in identifying and creating practice resources and conference content, as well as creating an environment conducive to discussion and sharing.
Relates to which KC/sponsoring committee outcome/objective?	<p><i>Strategic Plan Objectives:</i></p> <ul style="list-style-type: none"> <li>• Develop resources and opportunities to equip international educators to foster, support, and promote campus internationalization. (2.2 in 2010-2012 plan)</li> <li>• Establish NAFSA as a leader in teaching, learning, and scholarship; international educational leadership; and international enrollment management by producing programs, products, and services for those engaged in these areas. (3.2 in 2010-2012 plan)</li> </ul>
Subcommittee outcome accountability  What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	<p>The subcommittee (SC) will:</p> <ul style="list-style-type: none"> <li>• Initiate online discussions on related topics, including inviting potential participants who can generate discussion in the network forum,</li> <li>• Identify and facilitate the creation of needed resources and other content in the area of internationalizing the curriculum and campus,</li> <li>• Articulate skills and knowledge required for the creators of this content, as well as names of potential creators already known to the SC members,</li> <li>• Contribute related topics for the annual conference TLS call for proposals and actively encourage session or workshop proposals on these topics,</li> <li>• Promote new and existing resources and other content at NAFSA events and other relevant professional meetings and encourage participation,</li> <li>• Recommend to the KC teams additional populations to target and suggest specific events at which these resources and discussions might be promoted,</li> <li>• Periodically review existing resources and content to ensure it is current, accessible, and user-friendly.</li> </ul>

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	<ul style="list-style-type: none"> <li>Periodically review related discussion forums to ensure timely responses, and to identify potential resource topics.</li> </ul> <p>The SC will produce a report of action items to the TLS team 2-3 weeks prior to the leadership meetings held at WLM (January) and the NAFSA annual conference (May) regarding online resources that need updating, creating, or retiring; potential discussion topics; conference sessions and workshops; and other areas where the team could assist in promoting resources and content. The SC will provide monthly updates to the TLS team on new and updated content, conference presentations, and online discussions.</p>
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p>The SC chair will be the ICC network TLS co-leader who is appointed by the TLS chair. An additional two to three SC members will be selected from the NAFSA membership by the ICC TLS network leader. SC members must be familiar with curricular internationalization theory and practice, having at least one year's experience working in the field. Skill in concise writing, as well as an interest in mentoring others and participating in online discussions will be helpful.</p>
<p>Time commitment for Members</p>	<ul style="list-style-type: none"> <li>Up to four one-hour conference calls of the subcommittee to review new and continuing projects plus 2 hours per month to work on assigned projects (resource development, discussion facilitation, session/workshop encouragement or development, etc.)</li> <li>Additional 3-5 hours in January and in May to prepare the report for WLM and annual conference leadership team meetings.</li> <li>SC chair participates in WLM meetings (2-3 days in January) and pre-conference meetings (2-3 days in May)</li> <li>Presentations at regional NAFSA conferences (and other professional conferences) may be requested by the national team, requiring additional prep and/or presentation time.</li> </ul>
<p>National Resources Needed</p>	<ul style="list-style-type: none"> <li>Meeting space at annual conference.</li> <li>Up to four conference calls per year with a maximum of 7 people (TF plus TLS chair-elect, IEL ICC co-network-leader, and 1 staff person) @ approximately \$100.</li> <li>Staff time for setting up and participating in conference calls, scheduling meetings at AC, and posting resources to networks.</li> </ul>
<p>Next review date</p>	<p>March 2013</p>
<p>Approved by Board (Date of meeting)</p>	<p>December 5<sup>th</sup>, 2009</p>