

NAFSA SUBCOMMITTEE CHARGE

To: Deborah Pierce, VP for Education & Professional Development

From: David Shallenberger, TLS KC Chair

Date: September 4, 2012

**Re: Request to Renew the Subcommittee Named:
Intercultural Communication and Training (ICT) Network Subcommittee exp.
3.2015**

Sponsoring KC/ Committee	Teaching, Learning, and Scholarship KC
Proposed subcommittee Why is it needed? Is the work ongoing?	The Subcommittee (SC) will create and maintain resources for the Intercultural Communication and Training (ICT) Network in coordination with the TLS KC team and ICT Network Leader, Christina Sanchez. The work is ongoing as it is planned to have new materials appear regularly while existing resources need to be kept up-to-date.
Relates to which KC/sponsoring committee outcome/objective?	<i>Strategic Plan Objectives:</i> <ul style="list-style-type: none"> • SP Goal #4.1: Maintain high quality products, services, and conferences by identifying emerging professional needs, responding to a variety of learning styles, and utilizing state-of-art presentation methods; • SP Goal #4.5: Integrate theory-to-practice throughout the knowledge domains.
Subcommittee outcome accountability What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?	The subcommittee (SC) will assist the ICT Network leader (and SC chair) in the following ways: <ul style="list-style-type: none"> • Review existing resources and develop new resources to enhance the offerings of the ICT Network, including providing assistance in drafting text of resources intros and descriptions; • Revise/rearrange categories on the ICT Network to ensure resources accessibility and user-friendliness; • Identify and post timely discussion topics on the ICT Network forum (including announcements of new resources, documents, events, calls for proposals, etc.), reply to subscribers' postings, and recruit members to participate in online discussions; • Promote the ICT Network at NAFSA events and other relevant professional meetings and encourage participation; • Support the development of the theory connections, reflections, and applications theme within TLS networks, and on the ICT Network specifically. <p>The SC will produce an update to the TLS team for the leadership meetings held at WLM (January) and the NAFSA annual conference (May) regarding resources that need updating, creating, or retiring, as well as discussion topics, and other areas where the team could assist in promoting participation in the ICT Network.</p>

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<p>Subcommittee composition: Who selects chair? Number of members? Skills needed?</p>	<p>The SC chair will be the ICT Network leader who is appointed by the TLS chair. The SC will consist of 7-10 members, who should be familiar with curricular internationalization theory and practice, and have at least one year's experience working in the field. Skills 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"> • Preparing bi-annual reports for leadership meetings may require 5-10 hours in December/January and April/May. • Presentations at regional NAFSA conferences (and other professional conferences) may be requested by the national team, requiring additional preparation time and actual presentation time. • At least four 1-hour conference calls per year will be requested.
<p>National Resources Needed</p>	<ul style="list-style-type: none"> • Meeting space at annual conference. • Funding for at least four conference calls per year with a maximum of 8-11 people (SC and one staff person). • Staff time for setting up conference calls, facilitating meeting scheduling, and posting resources to the ICT Network.
<p>Next review date</p>	<p>March 2015</p>
<p>Approved by Board (Date of meeting)</p>	