

NAFSA SUBCOMMITTEE CHARGE

To: Jeff Riedinger, VP for Scholarship and Institutional Strategy

From: Sora Friedman, TLS KC Chair

Date: September 9, 2019

**Re: Request to Renew the Subcommittee Named:
Internationalizing Teaching, Learning & Curriculum (ITLC) Subcommittee**

Sponsoring KC/ Committee	Teaching, Learning, and Scholarship KC
Proposed subcommittee Why is it needed? Is the work ongoing?	<p>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. The Subcommittee (SC) will create and maintain resources for the Internationalizing Teaching, Learning & Curriculum (ITLC) Network in coordination with the TLS KC team and ITLC Network Leader.</p> <p>The work is ongoing as it is planned to have new materials appear regularly while existing resources need to be kept up-to-date.</p>
Relates to which KC/sponsoring committee outcome/objective?	<p><i>Strategic Plan Objectives:</i></p> <ul style="list-style-type: none"> • SP Goal #2.2: Develop resources and opportunities to equip international educators to foster and sustain internationalization. • SP Goal #2.5: Identify and promote effective institutional policies and practices that recognize and reward faculty contributions to internationalization. • SP Goal #3.1: Strengthen NAFSA’s position in education abroad; international education leadership; international enrollment management; international student and scholar services; regulatory practice; social/cultural programming; and teaching, learning and scholarship as related to international education, by anticipating and creatively addressing emerging issues and trends. • 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 #4.4: Create opportunities for valuable professional networking using a combination of in-person and digital media.

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<p>Subcommittee outcome accountability</p> <p>What needs to be achieved? Action? Is it congruent with KC's outcomes/deliverables?</p>	<p>The subcommittee will assist the ITLC Network leader (who is the SC chair) in the following ways:</p> <ul style="list-style-type: none"> • Review existing resources and develop new resources to enhance the offerings of the ITLC Network, including providing assistance in drafting text of resources intros and descriptions; • Revise/rearrange categories on the ITLC Network to ensure resources accessibility and user-friendliness; • Identify and post timely discussion topics on the ITLC 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; • Recommend to the TLS KC team additional populations to target and suggest specific events at which these resources and discussions might be promoted; • Promote the ITLC Network at NAFSA events and other relevant professional meetings and encourage participation. <p>The SC will produce an update for 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 ITLC Network.</p>
<p>Subcommittee composition: Who selects chair? # of members? Skills needed?</p>	<p>The ITLC Network leader will chair the SC. The SC will consist of 3 to 5 members, who should be familiar with curricular internationalization theory and practice. Members will ideally have at least one year professional experience 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"> • Two-year commitment, renewable once. • 5 to 10 hours per month, depending on the volume of activity on the network. • Participation in conference calls (min. 4 per year) and email communication with the TLS KC leadership team and staff
<p>National Resources Needed</p>	<ul style="list-style-type: none"> • Staff time for setting up conference calls, facilitating meeting scheduling, and posting resources to the ITLC Network.
<p>Next review date</p>	<p>December 2022</p>
<p>Approved by Board (Date of meeting)</p>	