

# MINUTES OF SPECIAL MEETING

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 3/16</b>	
Present:	Ms Talia Barrett (Chair) Mr Adam Baker Dr Harpreet Kandra	Ms Deborah Cutts Dr Kim Dowling Ms Melania Pantelich
Date and time:	Monday 31 <sup>st</sup> October, 2016 at 2.30pm	
Venue:	C003 & Gippsland via Lync	

### 1. Welcome & Apologies

1.1 **Welcome** Talia welcomed members

1.2 **Apologies** Jeremy Smith, Jerry Courvisanos, Kimberlea Copper, Emma Pritchard

### 2. IoC Working Party Overview

2.1 **Review highlights of IoC Working Party activities and initiatives**

Discussion ensued around the achievements of the working party since its commencement in 2012 (See table below)

Timing		IoC Working Party Achievements	Participants
<b>2013</b>	<b>August</b>	<b>University-wide staff survey</b> (online) identifying the blockers and enablers for IoC in courses/programs	75
	<b>30 October</b>	<b>International Forum</b> for all staff & students (Mt Helen) -Keynote speaker: Professor Anita Mak (University of Canberra) presented on intercultural capacity-building -Presentation of staff survey results (IoC blockers & enablers) -Workshops on promoting IoC at FedUni  <a href="https://federation.edu.au/_data/assets/pdf_file/0004/197221/International-Forum-October-2013.pdf">https://federation.edu.au/_data/assets/pdf_file/0004/197221/International-Forum-October-2013.pdf</a>	38
<b>2014</b>		<b>IoC at Course Level helpsheet</b> created for all Schools (available on the IoC website): <i>an invaluable resource that provides specific examples of how to internationalise course content &amp; design; learning &amp; teaching activities; instructional materials, tools &amp; resources; assessment practices and extra-curricular activities.</i>	Requested by School of Business
		<b>IoC website</b> ( <a href="http://www.federation.edu.au/ioc">www.federation.edu.au/ioc</a> ): includes a range of interactive and practical resources - a repository of best practice examples for academic and professional staff to access and incorporate into their working lives.	
<b>2015</b>	<b>24 March</b>	<b>IoC website launch</b> (university-wide): sponsored by CLIPP	Representation from CLIPP, Business, FEA, Health Library, Student Connect
	<b>11 June</b>	<b>IoC Showcase #1</b> (university-wide) -Staff presentations (FEA, FoST, Health, Student Connect, FedCollege) highlighting IoC practice and experiences -Panel discussions: a) Academic staff sharing their transnational teaching experiences in China	36

		b) Academic staff discussing international engagement in research <a href="https://www.youtube.com/watch?v=k5GAJbraYMw&amp;feature=youtu.be">https://www.youtube.com/watch?v=k5GAJbraYMw&amp;feature=youtu.be</a>	
<b>23 July</b>	<b>IoC Forum “Creating global citizens”</b> (university-wide) -Student panel: “Do I feel like a global citizen?” -Workshops: IoC in formal curricula, co-curricula & research -Keynote speaker: Assoc. professor Anita Harris (Monash University) presented on global citizenship education in 2015  <a href="https://federation.edu.au/data/assets/pdf_file/0020/255107/IOCFIyer_Final_09072015.pdf">https://federation.edu.au/data/assets/pdf_file/0020/255107/IOCFIyer_Final_09072015.pdf</a>		23 (incl. panel of 7 students)
<b>October</b>	<b>Formalised objectives for University Strategic Plan 2016 -2020:</b> Strategy 1.1 <i>Continuing to internationalise the curriculum to prepare students to be global citizens</i> These four objectives are related to areas of curriculum, staff and student development. The objectives were developed by members of the IoC Working Party at the request of the DVC Engagement and endorsed for inclusion in the university’s strategic plan.		Potential impact across university population
<b>5 November</b>	<b>IoC Showcase #2</b> (university-wide) -Staff presentations from Education, Information Technology & Nursing -Staff & student panel: “Internationalising teaching & learning: how to be more inclusive of international students’ learning experiences”  <a href="https://www.youtube.com/watch?v=JjlcFCcRoYA&amp;feature=youtu.be">https://www.youtube.com/watch?v=JjlcFCcRoYA&amp;feature=youtu.be</a>		43

## 2.2 Direction of IoC Working Party

As discussed at the previous meeting, issues related to staffing and workloads have impeded progress on the implementation of the four objectives from University Strategy 1.1. The following were discussed as well as the logistics of implementing the objectives.

a) Talia, Kim and Deb met with Todd Walker on 3<sup>rd</sup> October to seek advice on how these issues could be overcome. The following suggestions emerged from this discussion:

\*Dissolve IoC Working Party. Set up a Steering Committee with membership from Associate Deans, CUP, CLIPP, Student Connect. Terms of Reference are the four objectives. Provide quarterly reports (via Chair of Academic Board) to International Partners Committee (IPC). Todd offered to be Executive Sponsor.

b) Talia also met with Nina Fotinatos on 10<sup>th</sup> October to discuss CLIPP’s involvement in implementing the objectives and the following suggestions emerged from that discussion:

\* Re-form IoC Working Party to become *IoC Professional Development Group* (or other appropriate title). Membership could consist of people who want to lead and have the specific skills to develop and implement the IoC objectives. The objectives can be identified as projects with specific timelines allocated. CLIPP will provide support to implement Objectives 2 - 4. Provide milestone dates to report to International Partners Committee (IPC). Todd could still be Executive Sponsor (to be confirmed). Terms of Reference to reflect the four objectives.

### Future direction

The IoC Working Party recognises that the group’s Terms of Reference have been fulfilled and that from this point onwards, different group/s will be formed to implement the above objectives.

### Recommendation

*\*The IoC Working Party requests that Academic Board receives the final report of the IoC and dissolves the IoC Working Party.*

3. **Final words** The Chair acknowledged and thanked the members for their involvement in the working party.

**Meeting closed: 3.40pm**