

# Minutes of Meeting

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 2/16</b>	
Present:	Ms Talia Barrett (Chair) Mr Adam Baker Ms. Kimberlea Cooper	Ms Deborah Cutts Dr Kim Dowling Ms Melania Pantelich
Date and time:	Monday 15 <sup>th</sup> August, 2016 at 2pm	
Venue:	C003	

### 1. **Welcome & Apologies**

1.1 **Welcome** Talia welcomed members

#### 1.2 **Apologies**

Apologies were received from: Jeremy Smith, Harpreet Kandra, Jerry Courvisanos

### 2. **Minutes from previous meeting**

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 1/16 held 10<sup>th</sup> March 2016. (overlooked)

### 3. **Matters arising from the minutes** Nil

### 4. **IoC 2016 Implementation Plan**

#### 4.1 **University Five Year Plan. Strategy 1.1 Objectives**

**Updates:** Deb Cutts shared a document that outlined her ideas for developing the pre-departure resources for students. No other updates were shared.

**Issues:** Working Party members are struggling to action the objectives due to work demands. Discussion ensued around how the strategy objectives can be realised when the Working Party members have no support to implement them. It was resolved that members need to explore possibilities to ensure that our objectives can be achieved, i.e. funding, staffing...

Members also need to identify who is ultimately responsible for implementing these objectives and investigate if a budget can be made available.

Kim proposed that a discussion paper – 2-3 paragraphs be presented to Academic Board outlining IoC Working Party achievements and its current status. The paper should request direction from Academic Board on the future implementation of the objectives. A project plan needs to be formulated going forwards of how will these objectives will be achieved, who would be the likely sponsors, and exactly where should these objectives sit?

**Action:** Talia to write paper and get feedback from Kim prior to submission

**Next Academic Board Meeting: September 14<sup>th</sup> (Wednesday) – Talia & Adam(?) to attend**

**Action:** Prior to meeting, Talia to send discussion paper to Todd and request his input.

#### 4.2 **IoC Showcases/Forum**

This item was discussed briefly with regard to the issues around staffing. It was noted that showcases are still very important and should continue to be an annual event.

5. **Next meeting**  
2pm Monday 19<sup>th</sup> September, 2016 (Location TBC)  
Please email apologies to: [t.barrett@federation.edu](mailto:t.barrett@federation.edu)