

# Minutes of Meeting

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 1/16</b>	
Present:	Ms Talia Barrett (Chair) Ms Melania Pantelich Ms Deborah Cutts Dr Harpreet Kandra	Mr Adam Baker Assoc. Prof Jerry Courvisanos Ms Komal Chowla
Date and time:	Thursday 10 <sup>th</sup> March, 2016	
Venue:	Library Meeting Room, Mt Helen campus & Lync	

### 1. Welcome & Apologies

1.1 **Welcome** Talia welcomed members to a new year of IoC

#### 1.2 Apologies

Apologies were received from: Charlynn Miller, Jeremy Smith, Mike Willis & Kim Dowling

### 2. Minutes from previous meeting

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 8/15 held 8<sup>th</sup> December 2015. Moved: Deb Cutts Seconded: Adam Baker

The working party resolved to forward the minutes to Academic Board for noting as well as posting them onto the IoC website.

### 3. Matters arising from the minutes Nil

### 4. IoC 2016 Implementation Plan

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

Discussion occurred around the projects associated with the objectives and the following decisions were made with regard to focus, leadership and timelines:

Objective	Project leader/s	Timeline
<b>Objective 1: Establish key course indicators</b> -Implement a staged approach a) Develop tool for identifying IoC elements in curricula via Curriculum Committee and Learning & Teaching Committee b) Ensure IoC resources are made explicitly available to staff to assist with embedding IoC in courses c) Liaise with faculties to amend Course Amendment & Program Modification forms	Talia & Melania	June 2016
<b>Objective 2: Create staff induction modules</b> -Liaise with other project leaders to gather ideas for relevant topics to include in module	Komal & Talia	June 2016
<b>Objective 3: Develop pre-departure resources for staff</b> -Identify what currently exists within faculties, e.g. Education as a starting point -Meet with staff who have returned from OS to discuss their experiences and needs	Harpreet & Jerry	May 2016
<b>Objective 4: Develop pre-departure resources for students</b> -Liaise with Student Senate, International Admissions	Jeremy & Deb	TBC

#### 4.2 IoC Showcases for 2016

- A preference for running showcases in Weeks 6-8 in both semesters was determined.  
Possible theme: "How an 'international' experience has changed how I do things"
- Potential speakers: Helen Song-Turner; Ben Atkinson; Sharon Davis; Fiona Hogan; Marianne Drake; international & local students

**Action:** Talia to contact Timetabling to identify appropriate videoconference facilities during those weeks.

#### 4.3 Revised Terms of Reference

Deb Cutts and Talia Barrett will review the ToR and send onto members for feedback.

#### 5. Next meeting

2pm Thursday 21<sup>st</sup> April, 2016 (Location TBC)

Please email apologies to: [t.barrett@federation.edu.au](mailto:t.barrett@federation.edu.au)