

Minutes of Meeting

Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	ICWP 7/14
Present:	Ms Talia Barrett (Co-Chair) Dr Jeremy Smith (Co-Chair) Associate Professor Jerry Courvisanos Dr Peter Townsend
Date and time:	Tuesday 16 December 2014 from 2pm – 3pm
Venue:	C003 & 2W263

1. **Welcome & Apologies**

1.1 **Welcome**

The Co-Chair, Ms Talia Barrett, welcomed members to the meeting

1.2 **Apologies**

Apologies were received from Professor Mike Willis, Dr. Charlynn Miller, Dr. Kim Dowling

2. **Minutes from previous meeting**

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 6/14 held 11 November 2014.

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**

3.1 **Co-opting new members**

Some members had already approached key people to be co-opted onto the working party for 2015, but more work needs to be done in this respect. Due to the absence of some members at this meeting, this will be followed up in February 2015.

3.2 **IoC website**

Ms Talia Barrett presented the IoC website to Academic Board members on 3rd December and has already organized to showcase the website at the February 2015 meeting of the Learning & Teaching Committee. This will be a forerunner to the website launch.

4. **IoC 2014-2015 Implementation Plan**

4.1 **IoC Website Launch**

Members agreed that the launch of the IoC website should occur in the week of Good Friday (30th March) as that is a non-teaching period. This could be a joint CLIPP and Academic Board event. Ms Talia Barrett will approach relevant staff to garner support for this event. The event could be promoted through all the ADLTs and at their meetings.

4.2 **IoC Showcase**

This event is scheduled for May 2015 showcasing examples of good practice from staff and partners with the presence of the international and local student voice. The details will be discussed at the February meeting.

4.3 **IoC forum**

This is scheduled for Thursday 23rd July from 10am -3pm (times to be confirmed). C001 and surrounding breakout rooms have already been booked. Gippsland spaces now need to be booked. Assoc. Professor Anita Harris has also been tentatively booked.

4.4 **Review of 2014**

2014 proved to be one of low level operation for this working party due to the many commitments and, hence, absences of working party members at meetings. However, the website was certainly an achievement and the plan to move IoC more into the university's consciousness through planned events in 2015. In 2015, the working party needs to adopt a clear strategy with practical approaches. Partner organisations also need to be involved in the future.

4.5 **Other business**

A recommendation was put forward that Ms Talia Barrett become the sole Chair of this working party. *Motion moved:* Associate Professor Jerry Courvisanos *Seconded:* Dr Peter Townsend.

5. **Next meeting**

The next meeting for 2015 will be held on Tuesday 10 February 2015, from 2pm to 3pm in C003 at the Mt Helen Campus and the Video-Conference Room (2W263) at the Gippsland Campus. Please email apologies to: t.barrett@federation.edu.au