

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 6/14</b>
Present:	Ms Talia Barrett (Co-Chair)     Dr Charlynn Miller Associate Professor Jerry Courvisanos     Professor Mike Willis
Date and time:	Tuesday 11 November 2014 from 10.30am to 11:40pm
Venue:	B112 (Jerry's office)

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

#### 1.1 **Welcome**

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

#### 1.2 **Apologies**

Apologies were received from Dr Kim Dowling

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

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 5/14 held 12 August 2014.

The working party resolved to post all minutes from loC working party meetings onto the loC website for all staff to access and inform Academic Board. Ms Talia Barrett will contact Jaimee Westin in CLIPP to organise.

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

Discussion arose around co-opting new members for the loC working party for 2015. Suggestions were to approach particular Assoc. Deans of Teaching & Learning, an Assoc. Dean of Engagement and to have representatives from Fed College and Gippsland campus. Each member was allocated a person to contact before the next meeting.

### 4. **loC 2014-2015 Implementation Plan**

#### 4.1 **loC Website**

Members agreed that a launch of the loC website should occur in March 2015 amidst a range of other loC activities. The intention is also to approach the DVC Learning & Quality for some funding for the launch.

#### 4.2 **Presentation to Academic Board**

The co-chair, Ms. Talia Barrett, will be presenting to Academic Board on Wednesday 10<sup>th</sup> December. Her intention is to showcase the loC website and highlight the resources available to staff. It was agreed that Professor Mike Willis should also attend to provide some context to the website around current internationalization activities at the university and the importance of supporting staff and the partners to internationalise their curriculum. Ms Talia Barrett will contact Dr Kim Dowling to organise an invitation for Professor Mike Willis.

#### 4.3 **Planning for 2015**

- Discussions were held around the best forum for promoting loC at Fed Uni to ensure it is incorporated into future curriculum documents, in particular, course descriptors. It was agreed that there should be a presence on the **Learning & Teaching Committee in 2015**. Ms. Talia Barrett will attend the February meeting to discuss the importance of loC, highlight the web resources now available to staff and promote the launch of the loC website. Ms. Talia Barrett will contact the current Chair of Learning & Teaching Committee.
- **loC showcase:** Another loC activity for 2015 was suggested by Dr Charlynn Miller, which was to showcase existing good practice in loC at Fed Uni and videoconference between campuses. The agreed date is early May after the website launch.
- **International Forum:** After postponing the 2014 International Forum, it was agreed that a more convenient date for 2015 would be mid-year as a culminating event after the other loC activities. The agreed date is Thursday 23<sup>rd</sup> July between 10am and 3pm. The forum will include workshops that allow for various 'voices' to be represented, i.e. students, staff and partners to highlight issues, barriers and strategies around loC and

internationalisation in research at Fed Uni. Students and staff who have had mobility experiences could also present, i.e. those who have travelled to China, Australia and elsewhere. The guest speaker planned for 2014, Associate Professor Anita Harris, will be invited. Community members would also be invited from the Aboriginal Co-operative and Ballarat Regional Multicultural Council. Ms Talia Barrett will book C001 for the forum and surrounding rooms for break-out groups.

#### **4.4 Other business**

The topic of staff development was raised with regard to additional opportunities for developing a greater understanding of IoC. It was agreed that an IoC course should be a core component of the GCETT rather than offered as an elective. Ms Talia Barrett will contact the Director of CLIPP to discuss this possibility.

#### **5. Next meeting**

The last meeting for the year will be held on Tuesday 16 December, 2014, 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](mailto:t.barrett@federation.edu.au)