

Minutes of Meeting

Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	ICWP 1/15
Present:	Ms Talia Barrett (Co-Chair) Dr Jeremy Smith (Co-Chair) Professor Mike Willis Dr Peter Townsend
Date and time:	Tuesday 10 February 2015 from 2pm – 3pm
Venue:	C003 & 3w220 Medical Centre

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. Charlynn Miller & Assoc Professor Jerry Courvisanos

2. **Minutes from previous meeting**

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 7/14 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**

Effort has been renewed this year and two new members have been co-opted: Adam Baker (Business School Associate Dean Learning & Teaching) and Eliza Lane (Fed College).

3.2 **IoC website**

The launch is scheduled for Tuesday 24th March at 12pm. Rooms are booked at all campuses (Mt Helen F200, Gippsland 1W207 & Horsham C100. Director of CLIPP has offered \$500 for catering. The speakers will be Kim Dowling, representing Academic Board, Nina Fotinatos, representing CLIPP, Deborah Cutts representing Graduate Careers & Student Connect and Talia Barrett representing the working party.

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

4.1 **IoC Showcase**

This event will be put back to the week of SWOT Vac in June to maximize attendance and open up options for rooms. Talia Barrett will develop a flyer to post around School staff rooms encouraging staff, who are active IoC champions in their courses, to participate in the event. The structure of this event will be discussed at the next meeting.

4.3 **IoC forum**

This is scheduled for Thursday 23rd July from 10am -3pm. C001 and surrounding breakout rooms have already been booked at Mt Helen. Gippsland spaces now need to be booked. Lisa Wood is the person to contact for Gippsland. Talia Barrett to follow up.

4.4 Other business

This scheduled time for IoC Working Party meetings does not seem to suit everyone. Talia Barrett will put out an email to all members to establish a more convenient time.

5. Next meeting

TBA

Please email apologies to: t.barrett@federation.edu.au