

# Minutes of Meeting

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 6/15</b>	
Present:	Ms Talia Barrett (Chair)	Assoc. Professor Jerry Courvisanos
	Ms Deborah Cutts	Ms Komal Chowla
	Dr Kim Dowling	Dr Harpreet Kandra
Date and time:	Thursday 3rd September, 2015	
Venue:	Library Meeting Room, Mt Helen campus	

### 1. Welcome & Apologies

#### 1.1 Welcome

The Chair, Ms Talia Barrett, welcomed everyone especially new members, Komal Chowla and Harpreet Kandra.

#### 1.2 Apologies

Apologies were received from: Adam Baker, Jeremy Smith, Mike Willis & Charlynn Miller

### 2. Minutes from previous meeting

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 5/15 held 6<sup>th</sup> July 2015. Moved: Jerry Courvisanos Seconded: Deb Cutts

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

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

##### 4.1 IoC forum Thursday 23<sup>rd</sup> July: feedback

- 23 participants (15 Mt Helen) + 4 (Gippsland). Great speakers and student panel. This has been recorded and will be uploaded onto the website in due course.

Action: Talia to announce existence of new resources on IoC website via FedNews.

- Timing was an issue, which affected attendance, due to too many university activities occurring around the same time. Next year we will schedule the forum for October/November and check what other events are on to avoid a clash.
- We could tap into other events occurring around campus, i.e. the Leadership Conference, organize another student panel on studying overseas.

Action: Talia to contact Ryan Hsu and book an IoC event at next year's Leadership Conference

##### 4.2 IoC Showcase #2

- Scheduled for 1<sup>st</sup> week in November (SWOT Vac at Mt Helen & 1<sup>st</sup> week of exams at Gippsland).
- Possible presenters: Grant Meredith, Helen Song-Turner, Carolyn Johnstone & Rob Davis

Action: Harpreet to find out who could present from Gippsland.

Talia to book spaces and contact presenters

##### 4.3 Other priority areas

- **How to incorporate IoC into mainstream activities?**

- CLIPP PD or other activities?

Action: Talia to contact Nina and discuss this option

- Development of staff induction module akin to the Bullying module that all staff are expected to complete?
- Key part of Curriculum Committee processes (adoption of IoC template)

Action: Kim to contact Mike Myers and organize an invitation for Talia to attend Curriculum Committee

- **Terms of Reference need to be reviewed**

Now that the Working Party membership has expanded, there is a need to ensure it reflects the changes to membership and priority areas.

Action: Deb to review ToR to find a place for co-curricular activities.

Jerry to write up a statement for ToR related to Research

- **University's Five Year Plan**

Talia received an email from Todd Walker after she enquired about an updated International Plan. Todd's response was that once the University Council has formally endorsed the five year strategy, it will then move quickly to complete the International Plan. Development on this has already started with the Deans and International Partners Committee. Todd attached a copy of one of the priorities in the email, which is Strategy 1.1 in the university's five year plan: *Continuing to internationalise the curriculum to prepare FedUni students to be global citizens.* The IoC Working Party has been asked to flesh out how this strategy could be implemented and provide this feedback to Todd within the next 2 months. Todd indicated that he would be happy to attend an IOC Working Party meeting to discuss further.

Action: Talia to invite Todd Walker to next IoC Working Party meeting to discuss strategy.

- **International & Partners Committee**

Kim updated us on the proposed changes to the International & Partners Committee in 2016 and where the IoC Working Party could play a role.

## 5. **Next meeting**

8<sup>th</sup> October at 3pm –Venue Library Meeting Room 1.

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