

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 2/14</b>		
Members:	Ms Talia Barrett (Co-Chair) Dr Kim Dowling (Chair – Academic Board) Dr Charlynn Miller Assoc Prof Jerry Courvisanos	Dr Jeremy Smith (Co-Chair) Dr Sam Henson Dr Peter Townsend Professor Mike Willis	
Date and time:	Tuesday 11 March 2014 from 2:00pm to 3:00pm		
Venue:	C003, Mt Helen Campus   VC Room, Gippsland Campus		
From:	Keli MacRae (Executive Officer)		
Telephone:	03 5327 9334	Email:	k.macrae@federation.edu.au

### ★ 1. Welcome & Apologies

- 1.1 Welcome
- 1.2 Apologies

### ★ 2. Minutes

The Internationalisation of the Curriculum Working Party is invited to confirm the attached minutes from meeting 1/14 held 11 February 2014.

*Attached paper – Agenda Paper 2*

#### Recommendation

That the Internationalisation of the Curriculum Working Party confirms the minutes of meeting 1/14 held 11 February 2011 and forward to Academic Board for noting.

### 3. Matters Arising from the Minutes

### ★ 4. IoC 2014 Implementation Plan

#### 4.1 Program Curriculum Key Indicators

Key criteria for curriculum standards and program indicators will be developed to forward onto the Teaching and Learning Committee (2 April) and Curriculum Committee (9 April) for discussion.

#### 4.2 Benchmarking IoC Practice

A matrix of key attributes will be developed at the program level. Dr Dowling will provide an update on the availability of resources to assist the working party with this activity.

#### 4.3 IoC Resources and Training for staff

A member from CLIPP will join the meeting to discuss online resources and training options for IoC.

### 5. Next Meeting

The next meeting will be held Tuesday 8 April, 2014 from 2pm to 3pm in C003 at the Mt Helen Campus and the Video-Conference Room (2W263) at the Gippsland Campus.

## Internationalisation of the Curriculum Working Party (ICWP)

Meeting:	<b>ICWP 1/14</b>		
Present:	Ms Talia Barrett (Co-Chair) Dr Jeremy Smith (Co-Chair) Dr Kim Dowling (Chair – Academic Board) Assoc Prof Jerry Courvisanos	Dr Charlynn Miller Dr Sam Henson Dr Peter Townsend	
Date and time:	Tuesday 11 February 2014 from 2:00pm to 4:00pm		
Venue:	C003, Mt Helen Campus   VC Room, Gippsland Campus		
Executive Officer:	Keli MacRae		
Telephone:	03 5327 9334	Email:	k.macrae@federation.edu.au

## 1. Welcome & Apologies

### 1.1 Welcome

The Co-Chair, Ms Talia Barrett welcomed members to the meeting and noted that this meeting would focus on specific outcomes that the Working Party wants to achieve in 2014. Ms Barrett noted the additional agenda papers, Process of IoC and IoC Forum Workshop Discussions, which were distributed to members via email.

### 1.2 Apologies

It was noted that Professor Mike Willis was an apology for the meeting.

## 2. Minutes

The Internationalisation of the Curriculum Working Party was invited to confirm the minutes from meeting 6/13 held 3 December 2013. It was noted that the Executive Officer would amend agenda item 3 of the minutes to reflect that there were no “matters” arising from the previous meeting.

### Resolution ICWP1/14/1

That the Internationalisation of the Curriculum Working Party confirm the minutes of meeting 6/13 held 3 December 2013 and forward to Academic Board for noting.

## 3. Matters Arising from the Minutes

Ms Barrett noted that there were no matters arising from the previous meeting.

## 4. Academic Board Report

Ms Barrett gave a brief account from the Academic Board meeting held 4 December 2013. Ms Barrett noted that it was difficult to gauge the interest of the Board in what she presented. However Dr Kim Dowling noted that when the Working Party is able to provide the Board with the key deliverables from the IoC implementation plan, members will be able to more fully engage and contribute. Dr Jeremy Smith

noted that structuring conversations and presentations around three broad headings such as training, resources and curriculum indicators may more effectively engage staff in conversations about IoC.

## 5. Terms of Reference

Ms Barrett referred members to the revised Terms of Reference, noting that they have been amended to align with changes in organisational structure. Ms Barrett noted that the role of DVC – Corporate Services has been replaced with the new PVC – International and Partnerships role. It was further noted that Professor Mike Willis has been advised of his membership to the working party and that is he looking forward to joining the group.

Associated Professor Jerry Courvisanos then made comments in relation to linking international objectives and indicators with emerging international research collaborations, partnerships and PHD programs. It was agreed that this objective be added into the responsibilities of the Working Party.

Dr Smith then queried the suitability of establishing indicators at the course level. Discussion then took place noting that although the Working Party intended to influence Curriculum Committee by ensuring that every new course included IoC indicators, it was agreed that this could become an onerous undertaking. While alternatively, establishing IoC indicators at the Award Program level felt more realistic and achievable to the group. Discussion also took place in relation to compliance and Dr Peter Townsend shared his experience of IoC at Monash, noting that a pull rather than push engagement strategy seemed most effective in supporting staff adopt the IoC mindset and practice. The Working Party agreed that it would change the scope of the IoC indicators from course to program.

### **Resolution ICWP1/14/2**

That the Internationalisation of the Curriculum Working Party forward the revised Terms of Reference to the Academic Board for approval.

## 6. Developing the Implementation Plan for IoC in 2014

Ms Barrett referred members to the meeting agenda papers, noting that the purpose of this discussion was to identify specific goals that the Working Party wants to achieve, including timelines for executing deliverables. Professor Townsend referred members to a paper he distributed last year 'Hands-on Internationalisation' (2008) and put forward that the first 6 key factors as listed on page 4 of the paper, could form the basis of the implementation plan. Discussion then took place. Dr Sam Henson noted that there are no benchmarks of IoC in the current curriculum and that it would be very beneficial to undertake a review of current IoC practice to establish a baseline of current practice, from which to measure progress of IoC adoption and practice in the future. It was agreed that if the Working Party developed a matrix of key attributes at the program level and distributed the document to Program Coordinators to complete, that this would be a relatively straightforward way of obtaining a benchmark of current IoC

practice. Dr Dowling noted that she would investigate resourcing options for this task and report back at the next meeting.

After further discussion the Working Party agreed that the key focus areas in 2014 would be:

- developing resources for staff,
- engagement of key stakeholder groups,
- developing compliance mechanisms to integrate IoC into academic practice and requirements (such as Program Reviews and AQF),
- establishing key indicators of IoC at the Program Level and developing a benchmark of the University's current IoC practice,
- engaging our Partner Providers in IoC development, and
- promoting IoC through various key events and activities to maintain awareness and engagement in IoC across the institution.

It was further noted that the Working Party:

- would utilise the March meeting to develop key criteria for curriculum standards and program indicators and have this criteria available for the Teaching and Learning Committee (2 April) and Curriculum Committee (9 April) for discussion and input.
- that the key stakeholder groups are the Curriculum Committee, the Teaching and Learning Committee, the Associate Dean Teaching and Learning Faculty Meetings, CLIPP and StudentConnect. It was agreed that Dr Smith would be the key contact for the academic stakeholder groups, while Ms Barrett would be the key liaison for CLIPP and StudentConnect.
- that the key references for IoC Working Party include
  - Killick, D. (2007) Internationalisation of the curriculum: cross-cultural capability and global perspectives.
  - Killick, D. (ed)., Appleton, J., Hirst, S., Leggott, D., Mwanje, Z., Stapleford, J. (2008) Hands-on Internationalisation.
  - Whalley, T. (1997) Best Practice Guidelines for Internationalising the Curriculum.

## 7. Next Meeting

The next meeting will be held on Tuesday 11 March, 2014, from 2pm to 3pm in C003 at the Mt Helen Campus and the Video-Conference Room (2W263) at the Gippsland Campus.