# Minutes of Meeting

## Internationalisation of the Curriculum Working Party (ICWP)

**Meeting:** ICWP 1/16  
**Present:**  
- Ms Talia Barrett (Chair)  
- Ms Melania Pantelich  
- Ms Deborah Cutts  
- Dr Harpreet Kandra  
- Mr Adam Baker  
- Assoc. Prof Jerry Courvisanos  
- Ms Komal Chowla  
  
**Date and time:** Thursday 10th March, 2016  
**Venue:** Library Meeting Room, Mt Helen campus & Lync  

### 1. Welcome & Apologies

1.1 Welcome  
Talia welcomed members to a new year of IoC  

1.2 Apologies  
Apologies were received from: Charlynn Miller, Jeremy Smith, Mike Willis & Kim Dowling  

### 2. Minutes from previous meeting

The Internationalisation of the Curriculum Working Party confirmed the minutes of meeting 8/15 held 8th December 2015. Moved: Deb Cutts Seconded: Adam Baker  

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  
Nil  

### 4. IoC 2016 Implementation Plan

#### 4.1 University Five Year Plan. Strategy 1.1 Objectives  
Discussion occurred around the projects associated with the objectives and the following decisions were made with regard to focus, leadership and timelines:

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<th>Objective</th>
<th>Project leader/s</th>
<th>Timeline</th>
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| Objective 1: Establish key course indicators  
-Implement a staged approach  
a) Develop tool for identifying IoC elements in curricula via Curriculum Committee and Learning & Teaching Committee  
b) Ensure IoC resources are made explicitly available to staff to assist with embedding IoC in courses  
c) Liaise with faculties to amend Course Amendment & Program Modification forms | Talia & Melania | June 2016 |
| Objective 2: Create staff induction modules  
-Liaise with other project leaders to gather ideas for relevant topics to include in module | Komal & Talia | June 2016 |
| Objective 3: Develop pre-departure resources for staff  
-Identify what currently exists within faculties, e.g. Education as a starting point  
-Meet with staff who have returned from OS to discuss their experiences and needs | Harpreet & Jerry | May 2016 |
| Objective 4: Develop pre-departure resources for students  
-Liaise with Student Senate, International Admissions | Jeremy & Deb | TBC |
4.2 IoC Showcases for 2016
   - A preference for running showcases in Weeks 6-8 in both semesters was determined. Possible theme: “How an ‘international' experience has changed how I do things”
   - Potential speakers: Helen Song-Turner; Ben Atkinson; Sharon Davis; Fiona Hogan; Marianne Drake; international & local students

   **Action:** Talia to contact Timetabling to identify appropriate videoconference facilities during those weeks.

4.3 Revised Terms of Reference
   Deb Cutts and Talia Barrett will review the ToR and send onto members for feedback.

5. Next meeting
   2pm Thursday 21st April, 2016 (Location TBC)

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