Minutes of Meeting

Internationalisation of the Curriculum Working Party (ICWP)

Meeting: ICWP 5/14
Present: Ms Talia Barrett (Co-Chair) Dr Kim Dowling
Associate Professor Jerry Courvisanos Professor Mike Willis
Date and time: Tuesday 12 August 2014 from 2:00pm to 2:45pm
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 Pete Townsend

2. IoC 2014 Implementation Plan
   2.1 IoC Resources Online
   Talia Barrett had distributed the text for the IoC website to members. The feedback was positive and all
   documents have been sent to Jaimee Westin for upload. Dr. Kim Dowling’s only suggestion was to include a link
   to the Graduate Attributes, while Jerry suggested we include a contact point for people wishing to contribute to the
   webpage. It was decided that the current chair’s email address would be the best contact point.

   2.2 Planning for forum
   It was decided to merge the Partners and International Fora to save on costs primarily. It will be a 2 day conference in
   December. The first day will be at Gippsland with a focus on the university’s partners, addressing different strategies to
   engage the partners. The second day will be at Mount Helen with a focus on internationalization in the context of research,
   learning & teaching and curricula. Talia will contact Betty Leask to see if she would be willing to be guest speaker and
   approach CLIPP to cover some costs. The format of the second day will be the reverse of the 2013 forum, whereby
   workshops will occur first and the guest speaker later in the session to ensure people stay. Despite our next meeting not
   being until October, correspondence and organization can still occur via email.

   2.4 Other business
   Co-opting new members is required to ensure this working party maintains a diversity of members. Discussion occurred
   around possibly co-opting the new Associate Deans of Engagement, but it was felt that their priorities may be elsewhere.
   There was agreement that the Assoc. Deans of Engagement and Learning & Teaching be invited by Professor Mike Willis
   to attend our next meeting in October, so they are aware of the purpose of this working party. Then, we can request
   representatives from both groups to become regular members.

3. Next meeting
   Due to absences in September, the next meeting will be held on Tuesday 7th October, 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:
   talia.barrett@federation.edu.au