INTERNATIONALISATION ADVISORY COMMITTEE

A meeting of the Internationalisation Advisory Committee was held on Thursday, 10th April 2014, from 1:00pm – 3:00pm via videoconference in Room 2.06, Bray Centre (N54) and Room 1.04, The Chancellery (G34).

MINUTES

PRESENT:
Professor Sarah Todd (Chair)
Associate Professor Peter Woods
Professor Michelle Barker
Professor Tony Perkins
Professor Marcus Lane
Professor Sue Berners-Price
Ms Kerry Sutcliffe
Mr Tony Sheil
Ms Alyson McGrath
Ms Gayle Murray
Ms Joanna Peters
Ms Rosemary Marson (Secretary)
Mr Clinton McGregor (by invitation for item 6.0)

APOLOGIES:
Professor Sushila Chang
Associate Professor Wendy Loughlin

1.0 CONFIRMATION OF MINUTES

The minutes of the 4/2013 meeting of the Internationalisation Advisory Committee (IAC), having been circulated, were taken as read and confirmed.

2.0 DECLARATION OF INTEREST

No members identified any conflict of interest, as outlined in the University policy Conflict of Interest and Personal Relationships in the Workplace, which exists in respect of any of the items on the agenda.

SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE AND ITS SUB-COMMITTEES

3.0 ENGLISH LANGUAGE ADVISORY COMMITTEE

3.1 At its 4/2013 meeting, the IAC agreed to endorse the proposal that the English Language Working Party (ELWP) be renamed and established as a university committee that reports to the IAC.

3.2 To this purpose, the IAC considered the paper (2014/0005756), which outlines the background, membership, key functions and achievements of the English Language Working Party between 2008 and 2013 and a draft Constitution for the proposed English Language Advisory Committee (2014/0005751).

3.3 The Chair, IAC introduced this item and reminded members that the ELWP has been in operation since late 2008 and was responsible for overseeing the development of an
implementation plan for the Griffith English Language Enhancement strategy (GELES). Members recalled that the GELES was designed to ensure that:

3.3.1 more students are well prepared in terms of English language skills prior to admission to the University;
3.3.2 students identified as requiring English language development to enhance their academic success receive such support in their first semester of study; and
3.3.3 the University is able to demonstrate that our international students graduate with strong English language competence.

3.4 The IAC noted that in May 2012 the University Executive considered and approved for implementation the Report on GELES for Executive Group (2013/0007789) and GELES the Next Step (memorandum 11 May 2012). The IAC agreed that in light of the University’s commitment to continue to support the English Language Enhancement Strategy, it is timely and appropriate for the University to consider the introduction of a permanent committee to oversee this work.

3.5 The IAC endorsed the proposed membership, as detailed below:

(1) Pro Vice Chancellor (International), ex officio, Chair;
(2) Head of School, Languages and Linguistics, ex officio;
(3) Deputy Chair, Academic Committee, ex officio;
(4) TESOL specialist, School of Languages & Linguistics;
(5) Director, GELI, or nominee;
(6) Deputy Director, GELI, or nominee;
(7) Director, International, Griffith International, or nominee;
(8) Nominee from one Academic Group;
(9) Manager, Academic Program Services, Academic Services, or nominee;
(10) The Committee may co-opt members to the Committee either for a fixed period or in relation to a particular matter.

Resolution

3.6 The IAC resolved to recommend the proposal to formalise the English Language Working Party as a sub-committee of the Internationalisation Advisory Committee, as described in 2014/0005756 and detailed in the draft Constitution for the English Language Advisory Committee (2014/0005751), to the Academic Committee for immediate implementation.

SECTION B: ACTION UNDER DELEGATED AUTHORITY

4.0 IAC ANNUAL REPORT FOR 2013

4.1 The IAC recalled that an outcome of the 2010 Review of Academic Committee and its sub-committees is the requirement that an Annual Report be prepared for each committee and a work plan for the next year be developed for consideration at the Academic Committee.
4.2 The IAC ratified the Chair’s executive approval (December 2013) of the Advisory Committee’s Annual Report, which was subsequently accepted by the Academic Committee (1/2014 meeting).

SECTION C: OTHER RECOMMENDATIONS AND REPORTS (TO PERSONS/COMMITTEES OTHER THAN THE PARENT COMMITTEE(S))

5.0 INTERNATIONAL STUDENTS: PROGRAM DEMAND

5.1 The IAC considered the report, International Students: Program Demand, which was prepared for Griffith University by Hanover Research and presented to the University in March 2014.

5.2 The IAC noted that in the report, Hanover Research identifies programs of interest among international students from Asia and South America, with a particular focus on potential areas of interest and growth for the University from China, India, Indonesia, and Brazil. Additionally, the report details research-based best practices for course design and administrative structures at the University that support international students.

5.3 The IAC noted that the report identifies the following key findings in relation to international students and makes a series of recommendations concerning what Griffith University needs to consider in order to attract international students from the continents/countries mentioned in 5.2:

5.3.1 Universities attempting to attract international enrollees must provide strong support for English language learning, especially spoken English.

5.3.2 Colombia should be considered a primary focus area in South America – compared with Brazil, its data show stronger cultural support for the pursuit of high education.

5.3.3 Indonesia should be considered a primary focus area in the Indo-Pacific – while Indonesia has fewer potential students than either China or India, it remains the most under-represented Indo-Pacific market in Australia.

5.3.4 International students show the most interest in degrees with well-defined career paths; high demand specialisations include business, management, engineering, maths, and computer science.

5.3.5 Universities need to be aware of the potentially self-defeating nature of these highly employable specialisations, as the market of job seekers becomes supersaturated with qualified candidates.

5.3.6 Universities need to offer increased social and cultural programming to more fully integrate international students into the local and academic communities.

5.4 The IAC agreed that the Report offers valuable insights into areas of student demand for the University’s undergraduate and postgraduate programs and should be circulated to the Group Boards, as well as to the University’s Programs Committee for consideration and action as appropriate in relation to program planning and review for 2016 band beyond.

SECTION D: MATTERS NOTED, CONSIDERED, OR REMAINING UNDER DISCUSSION

6.0 INTERNATIONALISATION DATA

6.1 The IAC recalled that during 2013 the University’s Planning Support, Budgeting and Reporting section developed a range of data prototypes for the University community to
use in reporting on international students. Mr Clinton McGregor, Business Intelligence, Planning Support, Budgeting and Reporting attended the meeting for this item.

6.2 The presentation highlighted a number of reporting suites that have been developed to improve accessibility of data around international applications and students including:

- **Applications** – Comparison of applications, offers and acceptances between current year and prior year, by group, school, program, campus, academic career (including research applications assigned to element / group);
- **Agent** – Detailed reporting on agent performance, applications and GPA;
- **Application Projection** – Summarised applications detail with projection of final applications. Historical conversion rate applied to estimate enrolments and compare to budget targets (WIP); and
- **Student Profile** – Demographic and educational profile of international students.

6.3 The Chair, IAC thanked Mr McGregor for his detailed presentation and alerted members to the wealth of information that is now available to the University community as a result of this enhanced functionality around international applications and student data.

7.0 CHAIR’S REPORT

7.1 The Chair reported briefly on a range of events that have taken place since the December 2013 meeting including:

- Griffith’s attendance at the APIAE conference in Korea held in March;
- University Council’s (April 2014 meeting) approval of the Review and Implementation Plan of Griffith International;
- Ms Heidi Piper has been confirmed as the Director of Griffith International.

8.0 OFFICE FOR RESEARCH REPORT

The Deputy Director, Office for Research provided a brief report to the Advisory Committee on the following matters:

8.1 2013 Griffith University Collaborative Travel Grant Schemes

The University has Collaborative Travel Grants schemes with Simon Fraser University, Canada (SFU) and the University of Southern Denmark (SDU). The Schemes aim to assist researchers from each institution to undertake onsite visits and develop collaborative research projects. Key outcomes include joint publications in high quality research outlets and joint external grants. The schemes are co-funded by both institutions.

Under the Griffith/SFU scheme eight applications were successful: two from Arts, Education and Law, one from Health, and five from Sciences. Under the Griffith/SDU scheme nine applications were successful: one in Arts, Education and Law, two in Business and Health and four in Sciences.

8.2 The Deputy Director agreed to provide more detailed analysis of the University’s international collaborative schemes, including impacts on the University’s international ranking at the August meeting.
8.3 The Chair thanked the Deputy Director for his report and asked the Manager, HDR Student Centre to also prepare a report on international PhD student numbers and areas of research for the August meeting.

9.0 MEMBERSHIP

9.1 The Internationalisation Advisory Committee welcomed the following new and returning members to the IAC:

Professor Sushila Chang (Dean Academic, Griffith Sciences)
Associate Professor Peter Woods (Director International, Griffith Business School)
Professor Michelle Barker (Professor of International Business and Asian Studies, Griffith Business School) (Co-opted member)
Ms Alyson McGrath (Manager, HDR Student Centre) nominee of the Academic Registrar.

9.2 The IAC thanked the following outgoing members:

Professor Yew-Chaye Loo - Director, International (Griffith Sciences)
Professor Chris Auld - Director, International (Griffith Business School)
Ms Margaret Price - Admissions Manager, nominee of the Academic Registrar
Ms Ekaterina Gorstkova - undergraduate international student.

for their contributions to the work of the IAC.

10.0 INTERNATIONALISATION ADVISORY COMMITTEE CONSTITUTION

10.1 On the recommendation of the Internationalisation Advisory Committee (4/2013), the Academic Committee (1/2014) considered the following change to the Internationalisation Advisory Committee constitution:

Section 3 – Functions
- Additional of an extra function under section 3.2 This will involve, *inter alia*, advising, commenting, monitoring and reporting on the following matters:
  j) proposed and existing international agreements and make recommendation to the Academic Committee regarding their approval or continuance.

10.2 Nomenclature has also been revised to reflect the revised Executive position titles as approved by University Council.

10.3 The IAC noted that the Academic Committee approved the revision to the Internationalisation Advisory Constitution, as detailed in document 2014/0005752, effective immediately.

11.0 IAC WORK PLAN FOR 2014

11.1 The IAC noted the 2014 Work Plan for the Advisory Committee.

12.0 LEARNING AND TEACHING ACROSS CULTURES

12.1 The IAC noted that the Office for Learning and Teaching and the International Education Association of Australia jointly sponsored a project into learning and teaching practices across cultures, resulting in a Good Practice Principles and Quick Guides in this area. The Guide was published in October 2013.

13.0 NEXT MEETING

The next meeting of the Internationalisation Advisory Committee will be held on Thursday, 19 June 2014 from 1:00pm – 3:00pm via videoconference in Room 2.06, Bray Centre (N54), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

14.0 MEETING DATES FOR 2014

Meetings will be held from 1:00pm to 3:00pm on the following dates:

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<thead>
<tr>
<th>Meeting Date</th>
<th>Campus</th>
<th>Venues</th>
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<tr>
<td>10 April</td>
<td>Nathan / Gold Coast</td>
<td>N54_2.06 / G34_1.04</td>
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<tr>
<td>19 June</td>
<td>Nathan / Gold Coast</td>
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<td>28 August</td>
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<td>09 October</td>
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<td>13 November</td>
<td>Nathan / Gold Coast</td>
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Confirmed: ..................................................

(Chair)

Date: .......................................................
DISTRIBUTION LIST

Committee Members

CHAIRPERSON OF THE COMMITTEE
PRO VICE CHANCELLOR (INTERNATIONAL)
Professor Sarah Todd

DEPUTY CHAIR, ACADEMIC COMMITTEE
Professor Wendy Loughlin

DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
Professor Sue Berners Price

DEPUTY VICE CHANCELLOR (RESEARCH) OR NOMINEE
Mr Tony Shell (nominee)

A DEAN OR DIRECTOR FROM EACH ACADEMIC GROUP WITH RESPONSIBILITY FOR INTERNATIONALISATION
Professor Marcus Lane (Arts, Education and Law)
Associate Professor Peter Woods (Griffith Business School)
Professor Tony Perkins (Griffith Health)
Professor Sushila Chang (Griffith Science)

ACADEMIC REGISTRAR OR NOMINEE
Ms Alyson McGrath, Manager, HDR Student Centre (nominee)

DIRECTOR, STUDENT SERVICES OR NOMINEE
Ms Joanna Peters

DIRECTOR, GRIFFITH ENGLISH LANGUAGE INSTITUTE OR NOMINEE
Ms Kerry Sutcliffe

ONE UNDERGRADUATE INTERNATIONAL STUDENT, APPOINTED BY THE DEPUTY CHAIR, ACADEMIC COMMITTEE
Vacant

ONE POSTGRADUATE INTERNATIONAL STUDENT, APPOINTED BY THE DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
Vacant

COOPTED MEMBERS – ANY MEMBER OF THE UNIVERSITY COMMUNITY OR AN EXTERNAL EXPERT WHERE PARTICULAR EXPERTISE OR INSIGHTS ARE REQUIRED
Ms Heidi Piper, Director, Griffith International
Ms Gayle Murray, Manager, International Relations, Griffith International

Secretary: Ms Rosemary Marson (ext 54393)

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