The 2/2010 meeting of the Internationalisation Advisory Committee will be held on Thursday 29th April 2010, from 1:30pm – 3:30pm via videoconference in Room 2.06, Bray Centre (N54) and Room 1.04, The Chancellery (G34) and Room 3.11A, Psychology (M24).

Kate Rees
Secretary

AGENDA

1.0 APOLOGIES

1.1 Apologies may be recorded by contacting the Secretary on extension 56408, or by emailing K.Rees@griffith.edu.au.

1.2 Apologies have been received from Mr Chris Madden, Pro Vice Chancellor (International). Ms Lucinda Chappell, Senior Manager, International Administration will attend in his place.

2.0 CONFIRMATION OF MINUTES

2.1 The action sheet of the 1/2010 meeting has been circulated.

To be taken as read and confirmed

3.0 MATTERS ARISING FROM THE 4/2009 AND 1/2010 MEETING

3.1 Action from the 4/2009 meeting

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffith University submission to the review of the ESOS Act distributed to IAC members.</td>
<td>Secretary</td>
</tr>
<tr>
<td>Ms Lucinda Chappell, Griffith International confirmed the provision of advice to the previous Chair on Department of Immigration, World Care and International Student Advisor information for The Wellbeing of International Students at Griffith: 2009 Status Report</td>
<td>Secretary</td>
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</tbody>
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3.2 Action from the 1/2010 meeting

<table>
<thead>
<tr>
<th>Action Item</th>
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<tr>
<td>ELE Update:</td>
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<tr>
<td>- Dr Rowan Michael, ELEC convenor,</td>
<td></td>
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<tr>
<td>will hold office hours at the</td>
<td>Professor Sally Borbasi</td>
</tr>
<tr>
<td>South Bank campus. He will be</td>
<td></td>
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<tr>
<td>consulting with students in a</td>
<td></td>
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<tr>
<td>public area of the campus until</td>
<td></td>
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<tr>
<td>office space can be located.</td>
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<tr>
<td>- Attachment 3.1 provides a</td>
<td></td>
</tr>
<tr>
<td>breakdown of individual EnglishHELP</td>
<td></td>
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<tr>
<td>appointments by discipline.</td>
<td></td>
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<tr>
<td>- Mr Ian Johnson, Director of</td>
<td></td>
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<td>Studies, English Language</td>
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<tr>
<td>Enhancement Programs has been</td>
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<tr>
<td>in contact with the Dean, GGRS</td>
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<tr>
<td>regarding the reasons for the</td>
<td></td>
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<td>decline in RHD attendance in</td>
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<td>EnglishHELP at Nathan</td>
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<tr>
<td>- Advice regarding staff</td>
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<tr>
<td>development activities for GELES</td>
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<tr>
<td>to be sought from the English</td>
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<tr>
<td>Language Working Party.</td>
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<tr>
<td>To be advised.</td>
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</table>

4.0 CHAIR’S REPORT

4.1 Professor Gillian Bushell, Deputy Chair, Academic Committee and Chair, Internationalisation Advisory Committee will provide a report at the meeting.

5.0 PRO VICE CHANCELLOR’S (INTERNATIONAL) REPORT

5.1 Mr Chris Madden, Pro Vice Chancellor (International) is unable to attend the meeting. Ms Lucinda Chappell, Senior Manager, International Administration will provide a report on his behalf.

ORDERING OF THE AGENDA

At this point in the agenda, members may propose that any matter on the agenda, not included in Section I, be so included.

SECTION I: MATTERS FOR DEBATE AND DECISION

6.0 KEY ISSUES FOR INTERNATIONALISATION ADVISORY COMMITTEE IN 2010

6.1 At the 1/2010 Internationalisation Advisory Committee meeting, members were asked to consider key issues for consideration in 2010. The international student experience, including safety, was identified. Members are now asked to report back to the Committee.

6.2 In discussing these issues, members may like to consider a priority list and timeframe for achieving these, and who is/are the responsible officer/s for taking the recommendations forward.

For discussion

7.0 REVIEW OF ACADEMIC COMMITTEE

7.1 The Deputy Vice Chancellor (Academic), as the Chair of Academic Committee, has announced a review of Academic Committee to assess the effectiveness of Griffith University’s academic committee and its subcommittees in contributing towards assuring the quality of the university’s educational activities and attaining its strategic academic goals.
7.2 Emeritus Professor Andrew Lister, formerly President of the Academic Board at UQ, has been engaged to coordinate the review during 2010 and to provide a set of recommendations for the Deputy Vice Chancellor’s (Academic) consideration. These recommendations are expected to be presented in the latter part of August 2010 for implementation by the start of the 2011 academic year.

7.3 As part of the review process, Emeritus Professor Andrew Lister will invite submissions from staff and the student body, and will interview a selected range of stakeholders. Submissions are expected to be called in the week commencing 10 May 2010 and will be due by Thursday 24 June 2010.

7.4 Internationalisation Advisory Committee is asked to undertake a self-review of its activities. Attached are:

- Terms of Reference for the review
- A draft template for consideration and comment.

For discussion

8.0 INTERNATIONALISATION STRATEGY AND IMPLEMENTATION PLAN

8.1 The Internationalisation Strategy (Attachment 8.1), approved at the 6/2007 Academic Committee meeting, sets out the University’s objectives in internationalisation and explains the implications of internationalisation for the way Griffith University approaches its business. It is framed within the context of the University’s Mission Statement, Strategic Plan 2006-2010, Griffith 2015, Learning for Success (Academic Plan 3) 2008-2010 and the Griffith Research Plan 2005-2010.

8.2 Internationalisation Advisory Committee is responsible for monitoring the implementation of the Internationalisation Strategy. Attached is the Internationalisation Strategy: Implementation Plan and Progress Report (Attachment 8.2), incorporating the response from the Health Group and from Student Services.

8.3 Members are asked to provide a progress report on their respective areas.

For discussion

9.0 INTERNATIONALISATION OF THE CURRICULUM AUDIT

9.1 In 2008/2009 an audit of the level of internationalisation of the curriculum was conducted using a pre-designed curriculum review tool. The Internationalisation of the Curriculum audit tool was designed to identify the degree to which the curriculum of a program includes international content and themes and where changes for improvement are recommended.

9.2 A preliminary report on the program review of internationalising the curriculum provided an interpretation of the audit data. This report was forwarded to Group/Faculty Boards for feedback and consideration of approaches to internationalising the curriculum most appropriate to their disciplines, with a view to providing advice to Academic Committee.

9.3 The Preliminary Report on the Program Review of Internationalisation of the Curriculum and Faculty/Group responses were considered by the 1/2010 Academic Committee. Academic Committee noted the report, the responses and the action proposed by the Academic Groups, and has endorsed the ongoing collection of data about internationalisation of the curriculum via the course profile system.
• The Course Profile System will be used to capture high-level data over time about the
delivery of internationalised learning experiences through the course curriculum. Course
convenors will be able to map Griffith Graduate Attributes to specific learning objectives
in a course. The Course Profile System will be fully implemented in Semester 2, 2010.

9.4 The Deputy Vice Chancellor (Academic) has forwarded the preliminary report, the responses
and the action proposed by Academic Groups to the Internationalisation Advisory Committee
for discussion and for the development of an implementation plan to further internationalise
the curriculum. Attached for members consideration are the following reports:

• Attachment 9.1 Preliminary Report on the Program Review of Internationalisation of the
Curriculum
• Attachment 9.2 response from the Arts, Education and Law Group
• Attachment 9.3 response from the Griffith Business School
• Attachment 9.4 response from the Health Group
• Attachment 9.5 response from the SEET Group

For discussion

10.0 GRIFFITH ENGLISH LANGUAGE ENHANCEMENT STRATEGY: POSTGRADUATE
COURSEWORK PROGRAMS

10.1 Members will recall discussion at the 1/2010 meeting regarding the development of an
English language enhancement strategy for postgraduate coursework programs. It was
agreed that feedback to be sought from Faculty Boards regarding English language entry
standards and strategies for managing a discipline-specific English language enhancement
strategy for coursework postgraduate programs.

10.2 Attached for consideration are the responses received from Faculty Boards:

• Attachment 10.1 response from the Arts, Education and Law Group
• Attachment 10.2 response from the Griffith Business School
• Attachment 10.3 response from the Health Group
• Attachment 10.4 response from the SEET Group.

For discussion

11.0 UPDATE ON DOUBLE DEGREE ISSUES

11.1 Ms Karen van Haeringen, Head, Secretariat will attend the meeting at 2:30pm to provide an
update on the Double Degree discussion paper.

11.2 The Double Degree discussion paper outlines a framework to facilitate establishing double
degree programs with institutional partners.

For discussion

12.0 INTERNATIONAL STUDENT EXPERIENCE

12.1 Ms Lucinda Chappell, Senior Manager, International Administration will speak to this item.

For discussion

13.0 TRANSNATIONAL EDUCATION: OFFSHORE PROGRAM AUDIT
13.1 In accordance with the Program Planning, Development, Approval and Review Processes an offshore audit of the Bachelor of Business, offered at the Chinese University of Hong Kong, and Master of Drama Education (including Honours), offered at the Hong Kong Art School, was undertaken in December 2009. The audit report will be distributed to members prior to the meeting. The report provides details of major issues raised during the meetings that were held with staff, current students and graduates.

13.2 Internationalisation Advisory Committee is asked to advise Programs Committee around the implementation of the issues raised in the report.

For discussion

SECTION II: MATTERS REQUIRING RATIFICATION OR EXECUTIVE ACTION

NIL

SECTION III: MATTERS FOR NOTING AND WHERE APPROPRIATE, ACCEPTANCE OF RECOMMENDATIONS

14.0 INTERNATIONALISATION ADVISORY COMMITTEE CONSTITUTION

14.1 Attached is the revised constitution for the Internationalisation Advisory Committee, as ratified by the 1/2010 Academic Committee.

14.2 The Deputy Vice Chancellor (Academic) requested a change to the constitution of the Internationalisation Advisory Committee to take account of recent senior management portfolio and governance changes. Specifically, the role of Committee Chair has been allocated to the Deputy Chair, Academic Committee, in place of the Pro Vice Chancellor (Learning and Student Outcomes), a position that no longer exists.

For noting

15.0 NEXT MEETING

15.1 The next meeting of the Internationalisation Advisory Committee will be held on Thursday, 10 June 2010, from 1:30pm till 3:30pm via videoconference in Room 2.06, Bray Centre (N54), Nathan campus and Room 1.04, The Chancellery (G34), Gold Coast campus.

For noting

DISTRIBUTION LIST

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Term of Office</th>
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</thead>
<tbody>
<tr>
<td>Professor Gillian Bushell, Deputy Chair, Academic Committee, Chair</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Mr Christopher Madden, Pro Vice Chancellor (International)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Professor Parlo Singh, Dean, Griffith Graduate Research School</td>
<td>Ex Officio</td>
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<tr>
<td>Mr Tony Sheil, Deputy Vice Chancellor (Research) nominee</td>
<td>Ex Officio</td>
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<tr>
<td>Professor Michelle Barker, Dean (Student Outcomes) and Director, Griffith Institute for Higher Education (GIHE) nominee</td>
<td>Ex Officio</td>
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<tr>
<td>Professor Christopher Auld, Dean (International), GBS</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Professor Debra Henty, Dean (Academic), Griffith Health</td>
<td>Ex Officio</td>
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<tr>
<td>Professor Yew-Chaye Loo, Director International Professional Liaison, Science, Environment, Engineering and Technology Group</td>
<td>Ex Officio</td>
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<tr>
<td>Professor Paul Cleveland, Director, Queensland College of Art</td>
<td>up to 31 December 2011</td>
</tr>
</tbody>
</table>
Ms Joanna Peters, Director Student Services  Co-opt
Ms Kathy Grgic, Academic Registrar  Co-opt
Vacant – Undergraduate Student Representative
Vacant – Postgraduate Student Representative

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