A meeting of the Internationalisation Advisory Committee (IAC) was held on Thursday, 29th November 2012, from 1:00pm – 3:00pm via videoconference in Room 2.06, Bray Centre (N54) and Room 1.04, The Chancellery (G34).

MINUTES

PRESENT:
Professor Chris Auld (Chair)  
Mr Tony Shiel  
Ms Kerry Sutcliffe  
Professor Gillian Bushell  
Ms Margaret Price  
Professor Tony Perkins (for Professor Debra Henly)  
Ms Joanna Peters  
Ms Sinikiwe Mbanje  
Mr Juan Sebastian Diaz-Gasca  
Ms Nicole Brigg  
Professor Sue Berners-Price  
Associate Professor Afshin Akhtarkhavari for Professor Claire Wyatt-Smith  
Ms Rosemary Marson (Secretary)

APOLOGIES:  
Professor Claire Wyatt-Smith  
Professor Yew-Chaye Loo  
Professor Michelle Barker  
Mr Chris Madden

1.0 CONFIRMATION OF MINUTES

The minutes of the 2/2012 meeting of the Internationalisation Advisory Committee (IAC), having been circulated, were taken as read and confirmed, subject to the amendment to include Associate Professor Afshin Akhtarkhavari in those listed as present for the meeting.

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

2.0 INTERNATIONALISATION ADVISORY COMMITTEE – 2013 WORKPLAN

2.1 The IAC recalled that Griffith Council (7 March 2011 meeting) approved a revised Academic Committee constitution and membership and adopted a series of recommendations arising from the 2010 Review of Academic Committee and its sub-committees. The IAC noted that key among these recommendations are the following:

- **Recommendation 2:** that Academic Committee and its major sub-committees explicitly align their work with the University’s Strategic Plan and supporting documents (i.e. IAC and the Internationalisation Strategy and Implementation Plan 2011-2013);
• **Recommendation 3:** that Academic Committee and its sub-committees more effectively discharge their assigned roles in quality assurance by paying more attention to the Review-Improve parts of the quality cycle – including the requirement that *Each sub-committee develops a work plan and also reports to Academic Committee annually on its achievements against the work plan.*

2.2 Working within the framework provided by these recommendations, members of the IAC considered the following suggestions for items to be included in the 2013 IAC Work Plan.

2.3.1 Internationalisation Strategic and Implementation Plans 2011-2013. These Plans are structured around the key areas of Research, an Internationalised Curriculum, International Onshore Students and their Student Experience, Transnational (Offshore) Teaching and Scholarship. The IAC noted that it is responsible for monitoring the progress of the implementation plan and reporting annually to Executive Group and Academic committee on the progress against the actions in this strategy and against performance indicators.

The Chair, IAC advised that he is keen for the review of the Internationalisation Strategic and Implementation Plans to be coordinated with other University plans, including the University’s Strategic Plan. In considering this item, the IAC considered advice from the Dean, Griffith Graduate Research Centre regarding the Centre’s recent Operational Plan for 2013 and a request that the GGRC Plan be taken into account in the review of the Internationalisation Strategic and Implementation Plans. The IAC agreed to review the progress of both plans in 2013, including consideration of other relevant plans. The Deputy Chair, Academic Committee commended the IAC for including this item in the proposed 2013 work plan and advised that revisions of the Internationalisation Plans should commence early in 2013 to allow adequate time for full consultations across the elements.

2.3.2 The discussion of TEQSA and English Language Standards for Higher Education has featured on the IAC’s agenda throughout 2012. Similarly, in 2013 the IAC will continue to play a role in advising the University on ways to approach and respond to questions TEQSA wants institutions to answer, including:

*Does English competence improve or decline after higher education studies? How do providers know the answer to this question?*

The IAC agreed to include discussion of TEQSA and English Language Standards for Higher Education as a standing item on its Agenda. The IAC recalled that it had agreed to include this item on the February Agenda and to invite Pamela Humphreys to present her report on the IELTS4Grads survey of Griffith graduates.

2.3.3 The IAC is aware that trans-national education opportunities potentially play an important part in students’ experiences at Griffith. In light of this, the IAC discussed the possibility of establishing a community of practice to share best practice and experiences of academic Groups in relation to this area. The Director, International welcomed the inclusion of this item in the 2013 Work Plan, advising that there are significant opportunities for Griffith students to complete international study experiences, including research projects.

2.3.4 The Director, International advised the IAC that current research indicates that there are early signs of renewed focus by Australia on outbound student
mobility and indications are that this area is likely to be a theme in the Asia Taskforce discussion paper. The IAC agreed to adopt this item for the 2013 Work Plan, and agreed that the Manager, Study Abroad & Exchange, International Marketing, International Office be invited to prepare a report on the current state of such opportunities.

2.3.5 Research – Members recalled that issues relating to the University’s research performance and activities are usually raised by the Deputy Director, Office for Research at the IAC. In light of this, the IAC agreed to include an item on research in the Work Plan on Griffith’s international research linkages and collaborative arrangements with overseas universities.

2.3.6 Development and Alumni - The IAC agreed that the University has a significant international alumni base and the IAC should engage with the D&A Office as a means to explore these links. The IAC agreed to consider ways to leverage off Griffith’s international alumni and examine this potential in terms of WIL opportunities for our current students and recruitment for future students.

2.3.7 Memoranda of Understanding (MOU). The IAC noted that each year the University invests in developing Memoranda of Understanding that arise from staff contacts and collaborations with overseas institutions. The proposal is to develop guidelines to examine requests from academic staff returning from overseas travel who wish to develop an MOU, as well as provide a framework for the rationalisation of existing MOUs.

2.3.8 The Chair reminded members of the IAC that the Internationalisation Implementation Plan 2011-2013 requires the IAC to report annually to Executive Group and Academic Committee on progress against the actions listed in the Strategic Plan. The IAC agreed to consider appropriate data requirements to assist the IAC in this task, including criteria for Internationalisation as part of the Staircase data to assist the IAC in its planning and evaluations.

2.4 Following detailed discussion of the above suggestions for the 2013 IAC Work Plan, the Committee agreed to include all of them in the 2013 IAC Work Plan and to further prioritise these items and develop a planned sequencing of the work plan at the February 2013 meeting.

3.0 2012 ANNUAL REPORT FOR INTERNATIONALISATION ADVISORY COMMITTEE

3.1 The IAC recalled that in 2011 the University introduced the requirement that university-level committees complete annual reports. The IAC considered the draft IAC Annual Report for 2012, which was attached for members’ consideration and comment.

3.2 The IAC agreed to recommend the 2012 Annual Report for the Internationalisation Advisory Committee, as described in document 2012/00012274, to the Academic Committee for endorsement.

4.0 WEBSITE – INTERNATIONAL SECTION

4.1 The IAC recalled that during 2011 and 2012 it had provided input into the review and re-development of the internationalisation information on Griffith’s website. The recently launched new Griffith University website includes the following areas for international students listed under:

Explore Griffith>Support>International:
• International Degree Students
• Study Abroad
• Student Exchange
• English language Programs
• AusAID Scholars
• Scholarship, financial aid and sponsorship
• International Relations
• International Business Development Unit

4.2 The Chair invited the Director, International to speak to this item. The Director, International reminded members that, currently, Griffith’s information on internationalisation is at the bottom of the website and that other universities include their information on internationalisation in the navigation bar at the top of their web pages. The IAC heard that ideally Griffith would also include internationalisation in the navigation bar, with the shift of Griffith Staff to another area of the web page. The IAC agreed that although this proposal was desirable, to obtain such a prominent position on the University’s website would require improving the quality of the information currently held in the internationalisation section. The Director, International advised that Griffith International’s web team have been asked to look at the internationalisation page as their next project. The Chair agreed to raise these concerns with the Deputy Vice Chancellor (Academic).

SECTION B: ACTION UNDER DELEGATED AUTHORITY

NIL

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

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

5.0 OFFSHORE PROGRAM AUDIT REPORT 2012
1251 BACHELOR OF NURSING – POST-REGISTRATION (SINGAPORE)

5.1 The IAC noted that at its 8/2012 meeting the Programs Committee considered the attached Audit Report prepared for the Bachelor of Nursing – Post-Registration, which is offered in Singapore by the School of Nursing and Midwifery. The Programs Committee agreed to endorse the recommendations and forward the Audit Report to the Internationalisation Advisory Committee for noting.

5.2 The IAC was advised that the program review was undertaken in September 2012 in accordance with the University’s Program Planning, Development, Approval and Review Processes, section 10.3, Transnational Program Audits. This document states:

“The purpose of the audit is to check and verify that programs are operating in the form approved by the University and that the partner is operating in accordance with the host country’s accreditation framework. It is expected as an outcome that Programs Committee may identify for improvement areas of teaching practice and delivery for improvement.”
5.3 The IAC noted that the Review Report contains the following recommendations:

1. The School should not lose sight of the advantage that mid-year entry is offering in this competitive market.
2. The approaching retirement of the Academic Coordinator will create a challenge for the School. It is important that her replacement have similar academic credentials, and, equally important, cultural knowledge and sensitivity.
3. Where timetabling, and travel time of the Griffith lecturers, permits, the School could investigate options for extending the length of the intensives for commencing students, or alternatively, offering additional assistance to those commencing students who are struggling in the early stages of their studies with managing work and study commitments.
4. The School should ensure that Singapore law is covered in the Law and Ethics module, and clearly identify the differences between Singapore law and Australian law.
5. Tutors should inform the students that an intended outcome of their studies is the attainment of the Griffith Graduate Attributes.

6.0 CHAIR’S REPORT

6.1 The Chair advised the IAC of the recent review of Griffith International, which included discussion of the IAC and its constitution. The Chair alerted members to the possibility of changes to the roles of the IAC as a result of the review.

7.0 PRO-VICE CHANCELLOR’S (INTERNATIONAL) REPORT

7.1 As the PVC (International) was unable to attend the meeting, the Director (International) provided a verbal report. The Director (International) drew members’ attention to the series of major reviews of Griffith International that had been undertaken in 2012, including the Review of ESOS, CRISCOS, the US Financial Aid Audit, and Griffith’s five yearly institutional audit of its elements, which in 2012 included Griffith International. The IAC was also advised of the impact of the international global economic situation, with a 5% decline in international student numbers across the higher education sector in Australia, with predication for a similar rate in 2013-2014.

8.0 DEANS AND DIRECTORS (INTERNATIONAL) REPORTS

8.1 The IAC received a number of verbal reports from members on various initiatives relating to international students and activities. The Director, Griffith English Language Institute (GELI) reminded members that international students attending Griffith during the summer vacation require adequate catering options during this time. The Chair agreed to write to the PVC (Administration) about this matter.

9.0 NEXT MEETING

9.1 The next meeting of the Internationalisation Advisory Committee will be held on Thursday, 21 February 2013 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.

10.0 MEETING DATES FOR 2013

10.1 The IAC noted that in 2013, meetings will be held on Thursdays, from 1:00pm to 3:00pm on the following dates:
10.2 The IAC also noted the advice of the Chair that the November meeting will be scheduled as a planning meeting for 2014.

Confirmed: ................................................
(Chair)

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

Committee Members

CHAIRPERSON OF THE COMMITTEE
DEPUTY CHAIR, ACADEMIC COMMITTEE ex officio
Professor Chris Auld

PRO VICE CHANCELLOR (INTERNATIONAL), OR NOMINEE
Mr Chris Madden

DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL ex officio
Professor Sue Berners-Price

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

DEAN (STUDENT OUTCOMES) AND DIRECTOR, GIHE OR NOMINEE FROM AMONGST THE ACADEMIC STAFF OF THE GIHE
Professor Michelle Barker (nominee)

A DEAN OR DIRECTOR FROM EACH ACADEMIC GROUP WITH RESPONSIBILITY FOR INTERNATIONALISATION
Professor Claire Wyatt-Smith (Arts, Education and Law)
Professor Chris Auld (Griffith Business School)
Professor Tony Perkins (Griffith Health)
Professor Yew-Chaye Loo (Science, Environment, Engineering and Technology)

ACADEMIC REGISTRAR OR NOMINEE
Ms Margaret Price (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
Ms Sinikiwe Mbanje One year up to 31 December 2012

ONE POSTGRADUATE INTERNATIONAL STUDENT, APPOINTED BY THE DEAN, GRIFFITH GRADUATE RESEARCH SCHOOL
Mr Juan Sebastian Diaz-Gasca One year up to 31 December 2012

COOPTED MEMBERS – ANY MEMBER OF THE UNIVERSITY COMMUNITY OR AN EXTERNAL EXPERT WHERE PARTICULAR EXPERTISE OR INSIGHTS ARE REQUIRED
Ms Nicole Brigg, Director, Griffith International
Professor Gillian Bushell, Deputy Academic Committee

Secretary: Ms Rosemary Marson (ext 54393)

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