A meeting of the Internationalisation Advisory Committee was held from 1:30pm – 3:30pm on Monday 29 October 2010, via videoconference in Room 2.06, Bray Centre (N54) and Room 1.04, The Chancellery (G34).

**PRESENT:**
- Ms Ilve Sporne
- Professor Gillian Bushell (Chair)
- Professor Christopher Auld
- Associate Professor Paul Cleveland
- Professor Yew-Chaye Loo
- Professor Michelle Barker
- Mr Tony Sheil
- Ms Nicole Brigg
- Ms Joanna Peters
- Ms Marianne Mengel (Secretary)
- Associate Professor Paul Cleveland
- Professor Yew-Chaye Loo
- Professor Michelle Barker
- Mr Tony Sheil
- Ms Nicole Brigg
- Ms Joanna Peters
- Ms Marianne Mengel (Secretary)

**APOLOGIES:**
- Professor Michelle Barker
- Mr Chris Madden
- Mr Tony Sheil
- Ms Kathy Grgic
- Ms Nicole Brigg
- Professor Debra Henly
- Ms Joanna Peters
- Professor Parlo Singh
- Ms Lucinda Chappell (for Chris Madden)
- Ms Tara Razi

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<td>COMMITTEE MEMBERSHIP (Agenda Item 2.0)</td>
<td>The Committee welcomed the following new members to the Committee: - Ms Ilve Sporne, postgraduate international student.</td>
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<td>CONFIRMATION OF ACTION SHEET (Agenda Item 3.0)</td>
<td>The action sheet for the 4/2010 meeting of the Internationalisation Advisory Committee, having been circulated, was taken as read and confirmed.</td>
<td>Taken as read and confirmed</td>
<td>Forward to CARMS</td>
<td>Committee Secretary (action taken)</td>
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<td>MATTERS ARISING FROM THE 4/2010 MEETING (Agenda Item 4.0)</td>
<td>The Deputy Director, Policy, Ethics and ERA advised that a world university rankings presentation would be made at EG on 10 November. A significant highlight for Griffith in 2010 was the top 200 performance in Social Sciences on the SCImago rankings which are aligned to Scopus. Griffith University has recently been selected as one of 107 pilot institutions to take part in the European Classification of Higher Education Institutions, (U-Map or U-Multirank). This is the most significant and ambitious university classification and mapping project ever to have been conducted in the world. Members discussed the opportunity for Group Boards to provide an update on international student engagement</td>
<td>Noted</td>
<td>A sample report summarising international student</td>
<td>Dean (International), Office of the PVC (Business)</td>
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<td>activities at the Group and School level. It was recommended that the Dean (International), Office of the PVC (Business) provide a sample report to inform the Internationalisation Advisory Committee and Group Boards.</td>
<td></td>
<td></td>
<td>engagement activities will be made available to Group Boards and the Internationalisation Advisory Committee. Feedback to be sought from Faculty Boards regarding international student engagement activities at the Group and School level</td>
<td>Chair</td>
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**SECTION A: RECOMMENDATIONS AND REPORTS TO ACADEMIC COMMITTEE**

**ACADEMIC COMMITTEE REVIEW** *(Agenda item 6.0)*

Members were asked to provide any additional comments to the Chair by 15 Nov.

Forward recommendations to Secretary, Academic Committee

Committee Secretary (action taken)

**SECTION B: ACTION UNDER DELEGATED AUTHORITY**

Nil

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

NIL

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

**CHAIR’S REPORT** *(Agenda item 4.0)*

The Chair reported on matters of interest for the Board.

Noted

- -

**PRO VICE CHANCELLOR’S (INTERNATIONAL) REPORT** *(Agenda item 5.0)*

Ms Lucinda Chappell, Senior Manager, International Administration reported on the following:

Enrolments
- The intake report for Semester 2 2010 indicates a slight decrease compared with 2009 results.
- The intake report for Semester 1 2011 also suggests a slight decrease compared with 2010 results.
- Reporting of actuals commences 1 November 2010.

International Student Barometer (ISB)
- The ISB has been conducted for approximately 6 years.
- It is undertaken at approximately 34 universities by international students.
- The ISB is being piloted by four universities to survey

Noted

The 2010 results for the International Student Barometer will be made available to members

Senior Manager, International Administration (Action taken)
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| INTERNATIONALISATION OF THE CURRICULUM (Agenda item 7.0)    | Internationalisation Advisory Committee considered the report provided by the Project Manager, EAGLe project summarising the level and characteristics of the internationalisation experience captured through the Course Profile system. Members noted and provided the following comments:  
- A negative response to the first query does not reveal the four responses connected with the second query, i.e. types of internationalisation activities.  
- It is recommended that all queries and parts thereof be visible to the course convenor to provide greater clarity as to the nature of internationalisation activities.  
- Members discussed whether the data was accurate given the dependence on well-informed course convenors.  
- Members noted that GHIE was continuing professional development in Semester 1 2011 with course convenors to recognise and more effectively integrate Internationalisation activities in the curriculum.  
- It was recommended that Response 2 be amended from ‘Requires an overseas exchange, placement or experience’ to ‘Includes an opportunity for overseas exchange, placement or experience’.  
- Members discussed the relevance of the informal student experience and the difficulties in capturing this information given it was not part of the brief of the current project.  
- The Internationalisation Committee commended the work | Noted | Consultation to occur with EAGLe Project Manager regarding requirements to implement recommendations | Chair and Deputy Head, Department of International Business and Asian Studies |
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| REPORT ON ENGLISH LANGUAGE ADMISSION PATHWAYS (Agenda Item 8.0) | This agenda item was withdrawn due to the unavailability of data. The Senior Manager, International Administration Manager advised that the report would be provided at the next meeting of the Internationalisation Advisory Committee.  
- Members suggest liaising with EAGLe Project Team to discuss implementation of recommendations.                                                                                                                                  | Noted      | Include the Report on English Language Admission Pathways in the agenda for subsequent Committee meeting                                                                                                                                        | Senior Manager, International Administration Manager |
| CELEBRATING EXCELLENCE IN TEACHING WEEK EVENT (Agenda Item 9.0) | Internationalisation Advisory Committee noted the date and venue details for the Celebrating Excellence in Teaching Symposium.                                                                                                                                                                                                                  | Noted      | -                                                                                                                                                                                                                                                                          | Committee Secretary                    |
| ITEMS FOR FUTURE MEETINGS (Agenda Item 10.0) | Items for future meetings include:  
- Analysis of language of instruction pathways and student performance.  
- The International Students Strategy for Australia, to be released by the Council of Australian Government.  
- Report in 2011 regarding the intake of Pacific Island students resulting from the changes to Schedule A.                                                                                                                                             | Noted      | -                                                                                                                                                                                                                                                                          | -                                       |
| OTHER BUSINESS (Agenda Item 11.0) | 1. The Chair proposed that standing reports presented by each Director be included on the agenda. This would assist in identifying current issues and facilitate the flow of information to Academic Committee. Members indicated their support for the proposal.  
2. Members discussed the ongoing maintenance of the Offshore Induction Booklet and DVD. It was agreed that Internationalisation Advisory Committee should monitor the process and noted a need to source ongoing funds to support the maintenance. It was agreed that Prof Michelle Barker would provide the Chair with a draft budget request, and that the Committee would then make a recommendation to the DVC (A) regarding funding.  
3. Members discussed the value of a working party of the Internationalisation Committee to meet twice a year to consider issues arising from transnational activities.  
4. Griffith Business School is proposing to establish a Masters of Business (Tourism) and Bachelor of Business programs in Event and Sports Management in Singapore.                                                                 | The Internationalisation Advisory Committee resolved that each Director provide a report at each Committee meeting  
- Noted  
- Defer budget request  
- Noted  
- Note -                                                                 | Include standing reports on the Committee agenda  
- Develop budget  
- Forward recommendation for funding to EG  
- Propose membership of the working party to meet Semester 1 2011.  
- Note - | Committee Secretary  
(Assignment taken)  
- Deputy Head, Department of International Business and Asian Studies and Chair  
- Chair |
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<td>5. Members discussed the opportunities/demand for international (and domestic) students to improve numeracy skills. The SEET Group already hosts Maths bridging course. The Queensland College of Art is also investigating options for their Games Design students.</td>
<td>commencing 2011.</td>
<td>Noted</td>
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<td>NEXT MEETING (Agenda item 16.0)</td>
<td>The meeting scheduled for 11 November 2010 is cancelled. The next meeting of the Internationalisation Advisory Committee will be held on Thursday 24 March 2011, 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.</td>
<td>Noted</td>
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Confirmed: _____________________________  Date: _____________________________
(Chair)