UNIVERSITY INTERNATIONALISATION COMMITTEE


Present:  Mr J Langridge (Chair)
Ms F McGregor
Mr P O'Halloran
Mr P Day
A/Prof G Hampton
Prof R Whelan
Mr M Ngui
Mr D Blackall
Prof J Bern
Ms P McFarlane
Ms R Buckham
Prof D Griffiths
Dr K Cruickshank (representing Dr B Derewianka)
Ms T Hoynes (representing Dr David Christie)
Ms M Bell
A/Prof S Dolnicar
Ms S Hughes
Prof J Bremner
Dr J Curtis

In Attendance:  Ms J Hutchinson (Committee Executive Officer)

Unable to attend:  Prof M Sheil, Prof R Castle, Prof J Morrison, A/Prof T Chandra, Mr O Spake, Ms N Peters, Prof J Glynn, Dr David Christie, A/Prof J McQuilton, Mr D MacKinnon, A/Prof G Williams

PART A – PRELIMINARY BUSINESS

A1  Apologies and Welcome

Apologies were received from Prof Rob Castle, Prof Margaret Sheil, Prof John Glynn, A/Prof John McQuilton, Prof John Morrison, Dr David Christie and A/Prof Graham Williams.

The Chair welcomed new members to UIC - A/Prof Sara Dolnicar and Sharon Hughes will represent the University Research Committee and Prof John Bremner as nominee of Prof Margaret Sheil, PVCR.

The Chair also welcomed Theresa Hoynes, Manager Secretariat, who is representing Dr David Christie.
A2 Minutes of the Previous Meeting

Resolved 08/05

That the minutes of UIC’s meeting on 31 March 2005 be confirmed as a true record of the proceedings of that meeting.

PART B – BUSINESS ARISING FROM THE MINUTES

The Chair reported on Actions Arising from UIC’s meeting of 31 March.

C6 - International Week

A/Prof Greg Hampton, Chair of the Language and International Student Support Subcommittee (LISSC) has agreed that LISSC will coordinate International Week.

C8 - Cross membership of UIC/URC/UEC

In recognition of the need to improve articulation between the University Research Committee (URC) and UIC to ensure there are consistent goals and approaches in areas of overlap, cross membership has been established between UIC and URC.

URC members invited by Prof Margaret Sheil, Pro Vice Chancellor (Research) to represent URC include:
- A/Prof Sara Dolnicar - representative of URC
- Ms Sharon Hughes - representative of URC (as Executive Secretary to URC)
- Prof John Bremner - as PVC(R) nominee

Mr James Langridge nominated the following to join URC:
- Mr Peter Day - to represent UIC
- Ms Trish Tindall - as Vice Principal (International) nominee

C9 - Internationalisation Strategic Plan

Minor changes were made to the report of progress against the Internationalisation Strategic Plan based on discussions at the last UIC meeting. The report has since been provided to the Strategic Planning Unit.

PART C – GENERAL BUSINESS

C1 Chair’s Report

The Chair advised that he has received very positive feedback from the Vice Chancellor about the AUQA audit and extended thanks to everyone who provided input.
The Chair is meeting with the Deputy-Pro Vice Chancellor (International) Committee (a subcommittee of the Australian Vice Chancellor’s Committee) in one week time. The meeting will look at various policy issues, including the ESOS Review Act, the role of Australian Education International (AEI) and the Australian Vice Chancellor’s Committee. The Chair will report back on any policy directions arising from the meeting.

IDP is currently moving away from its existing not-for-profit position to establish itself as a business. The Chair noted the importance of IDP to ensure Australia continue to recruit international students. He noted that UOW is not as dependent on IDP as other Australian universities.

The University remains interested in joining an international university network, as flagged at the last UIC meeting. The matter is being progressed in consultation with the Vice Chancellor.

C2 Government Policy including DIMIA issues

Mr Paul O’Halloran spoke to his tabled report. In particular he noted that the consultants’ (KPA Consulting) report on the review of the ESOS Act has recently been published and contains 41 recommendations. Implementation of recommendations will be an ongoing process.

Mr O’Halloran reported that the Federal Government has begun to emphasise building diversity among Universities. Actions taken in regards to this issue will impact on international students.

A national working group is considering the definition and accreditation processes for undergraduate-entry foundation programs. Although these have been delivered at UOW and elsewhere for 17 years, there has been no consistent recognition or accreditation process, which has led to some anomalies in student visa regulations. UOW programs currently meet the criteria being considered by the working group.

Mr O’Halloran noted that the projected 5% growth in international students numbers tabled at the last UIC meeting has slowed and that there has been a change in distribution of countries from which students are coming. Enrolment figures for UOW remain positive. Latest data on international student numbers has not yet been released, however it is expected that there will be a significant downturn for some Australian universities.

C3 Report from UniAdvice

Mr Peter Day, Manager International Student Recruitment, spoke to the report. Mr Day advised the Committee that:

- There has been a rise in the overall number of commencing international students enrolled for Autumn semester, largely due to increases in the number of enrolling Study Abroad and Chinese students.

- India is currently the second largest exporter of students worldwide. It is important that UOW continue to build its brand in this market.
• At present, paid enrolments by international students for Spring semester are down approximately 8% compared to this time last year. It is expected that there will be a slight improvement on this figure (to approximately 5%) in coming weeks however as there has been a rise in the number of late payments received so far this year.

• Fees for students commencing courses in 2006 will not be raised, except for the graduate Diploma in Education.

• AusAID is planning to open up its provision of universities to overseas students. It appears it will not be opened up to tenders but that a service level agreement will be sought. No decision will be made on this matter until the end of 2005.

• UniAdvice recently provided feedback regarding the ESOS Act to the Federal government. Proposed changes to the Act address areas including marketing and student services and are aimed at strengthening consumer rights, such as grievance procedures and defining what a full time load is. ARD provided input into this response.

• The Chair encouraged faculties to advise Mr Peter Day (UniAdvice) of decisions and actions they are taking which may affect international student numbers. This is important as the actions of individual faculties often have implications for the University as a whole.

C4 Reports from Senior Executive members

No reports were made as Senior Executive members were unable to attend the meeting.

C5 Report from UOW Dubai

The Chair noted that attached report, provided by Prof Nick van der Walt, CEO University of Wollongong in Dubai.

The Chair reported that a senior team including the Dean, CEO, Director of Administration and Academic Registrar from the University of Wollongong in Dubai will be attending the ITC Conference in Wollongong in late July. The Team will be on campus for several days following the Conference. UIC members wishing to meet with any of the Dubai staff during their visit were asked to contact the Chairs assistant Michelle Wallace to arrange a meeting time.

C6 Sub-Committee Report – International Studies and Alliances

Prof Rob Whelan, Chair of the International Studies and Alliance Committee (ISAAC) spoke to his tabled report. Prof Whelan reported that there have been some recent membership changes within ISAAC recently as it tries to broaden the faculty spread of its academic members. It would still like membership from the Faculty of Informatics and the Faculty of Engineering however.

Major issues being addressed by the committee include:

• Review of Terms of Reference. Proposed changes will be provided to UIC at its next meeting.
• Process for reviewing and awarding the 2005/06 International Linkages Grants. This item is addressed in more detail at Agenda Item C13 – International Linkages Grants.

• Conducting preliminary discussions regarding a proposed review of the International Studies minor.

• 2005 Work Plan. This item is addressed in more detail at Agenda Item C11 – Work Plans.

C7 Sub-Committee Report – Language and International Student Support

A/Prof Greg Hampton, Chair of the Language and International Student Support Committee (LISSC), spoke to his tabled report. He noted:

• Mr Martin Smith will be Acting Chair of LISSC whilst A/Prof Hampton is on leave for the remainder of 2005.

• A working party of LISSC is developing a set of questions to conduct a survey on international students’ experiences and needs. Recommendations based on survey outcomes will be developed.

• LISSC is developing a proposal to promote cross-cultural communication as a workplace skill which students will find of use in promoting themselves for graduate employment and local employers will find useful in providing services to international students. The Committee has submitted an expression of interest for funding from DIMIA to develop and provide training workshops for students and local businesses. The committee is considering offering the workshops through the careers services.

• A working party of LISSC will be assessing whether University Policy documents such as the Code of Practice Teaching and Assessment should include a section on acceptable academic English. The working party will also be developing two case studies for possible addition to the Good Practice Assessment Guidelines to promote effective means of developing international students language skills within the context of the subjects they are studying and the assessments they are required to complete.

• LISSC has agreed to coordinate this years’ International Week, which will be held the week commencing 5 September 2005. A Project Officer will be appointed to work 2 days per week on ‘I’ week. Cross cultural aspects of travel, food, work, music, sport entertainment and scholarly activities will be highlighted throughout the week.

The Chair noted that there is currently no mechanism to measure how many students are going overseas as part of their degree. Given the University is trying to increase the number of students incorporating an international experience within the degree, it is important that a collection point be established. In addition, rules should be established to define what overseas experiences entitle students to the University’s grant (of $500). The committee agreed that these tasks would be added to the ISAAC work plan.
Mr Peter Day reported on behalf of Professor John Glynn, Chair of the Marketing and Recruitment Committee (MARC). Major issues addressed by Mr Day included:

- It was requested that the MARC committee be provided with better information regarding the re-enrolment of students moving from undergraduate to postgraduate studies at UOW. 14% of students at the University currently re-enrol in a 2nd course once they have completed their initial studies. These are a good source of students for the University.

- UniAdvice will be meeting with Faculty Deans to assist in the development of faculty internationalisation plans. The Chair agreed to note this at the next Deans breakfast meeting.

- Faculties were asked to seek involvement from UniAdvice when developing new course approvals. Theresa Hoynes noted that Academic Registrar’s Division will be appointing Course Approvals Officer who will be responsible for a review of the current course approvals process.

Julia Hutchinson, Executive Officer provided an overview of recommendations of the attached report, which outlines methods by which UIC can improve the existing level of communication with faculties. Recommendations include the improvement of the Committee website, broader circulation of ratified UIC minutes, the development of meeting summaries and, the provision of faculty briefs for inclusion in UIC agenda papers.

Felicity McGregor emphasised the need for Faculty representatives to find a suitable replacement from their faculty if they are unable to attend a UIC meeting in order ensure relevant UIC information is communicated back to faculties.

Resolved 09/05:

That UIC:

1. endorse the actions outlined in the Draft Communication Plan.
2. agree to undertake the actions outlined in the Draft Communication Plan as soon as possible in order to improve communication between UIC and University faculties and units.

The Chair noted that he had invited members of UIC and the Strategic Planning Unit to form part of a Working Party to review Key Performance Indicators in the Internationalisation Strategic Plan. Felicity McGregor has agreed to Chair this group.
- UIC members: Felicity McGregor (Chair), Robin Buckham, Martin Smith (as A/g Chair of LISSC), Prof Rob Whelan, Prof John Glynn. The Chair noted that Prof John Glynn has not yet accepted this role.
- Strategic Planning Unit members: Aden Steinke, Heather Sainsbury.

**Resolved 10/05:**

*That UIC:*

1. endorse the establishment of a Working Party, consisting of UIC members and members of the Strategic Planning Unit selected by the UIC Chair, to review Key Performance Indicator’s contained in the Internationalisation Strategic Plan as soon as possible.
2. agree that the Working Party be responsible for reporting outcomes of its review to the UIC, Academic Senate and Council.

**C11 Work Plans**

Prof Rob Whelan circulated an updated version of the ISAAC Work Plan to the group and highlighted that it was closely aligned with objectives of the Internationalisation Strategic Plan. He noted that LISSC is already undertaking activities aligned with objectives 3 and 5. As such, it does not have any activities aligned with these objectives in order to avoid overlap.

The Chair reiterated that work on internationalisation issues is carried out at the subcommittee level, and that UIC is a means by which information is exchanged on various issues.

**Resolved 11/05:**

*That UIC endorse the contents of the UIC and Subcommittee Work Plans for 2005.*

**C12 Cross membership of UIC**

This item was already been addressed at Part B – Items arising from previous minutes.

**C13 International Linkages Grants**

Prof Rob Whelan spoke to this item and tabled some papers, including draft Guidelines and a draft Application Form for the 2005-06 International Links Grants Scheme. Professor Whelan noted that guidelines, policy and decisions on grants will continue to be made by ISAAC, but the grants process will be administered by the Office of Research. He reported that ISAAC is in the process of reviewing the list of Targeted International Links Partners and other selection criteria for the Scheme. This review will delay the application process.

It is envisaged guidelines and selection criteria will be finalised by the end of June. An information workshop will be held in July to inform potential applicants. Applications will be due at the end of July. ISAAC will decide on successful Grant applicants, with outcomes likely to be announced early September. UIC
members were invited to provide their comments on the draft guidelines by no later that the end of June.

Prof Whelan noted that for this year, there will not be a strong link between the Universities on the Targeted International Links partners list and the awarding of grants. Instead, the criteria will emphasise the University’s internationalisation objectives. Whether UOW becomes a member of the Worldwide University Network is likely to affect the list of targeted partners in future rounds of the grant.

C14 International Studies and Alliances Committee Terms of Reference

This item was deferred to the next UIC meeting as ISAAC is continuing to review its Terms of Reference.

C15 UIC representative on the Community Engagement Grants Scheme panel

The Chair reported that Mr Matt Ngui from the Faculty of Commerce has agreed to represent UIC on the Community Engagement Grants Scheme panel. The panel will meet for the first time tomorrow.

PART D – OTHER BUSINESS FOR NOTING

D1 University of British Columbia linkages

Prof John Bern provided an update of activities with the University of British Columbia (UBC) in Canada. A workshop was held in Canada in April and was well attended by academics from both UOW and UBC. Plans are now underway to set up a more formal arrangement with UBC.

A database of both academic and administratively based linkages between institutions is currently being developed, with input sought from all University staff. Responses received throughout the University to date indicate that numerous faculties and UniAdvice have existing strong links with UBC, and that we also have strong partnerships in the areas of Indigenous learning and research.

A UBC email group will be established in the future to allow relevant staff to communicate easily on matters regarding UBC.

D2 2005 Meeting Dates

The remaining UIC meeting for 2005 will take place on Thursday 24 November at 3pm in room 67.202.

There being no further business, the meeting closed at 11.00am.

Julia Hutchinson
Executive Officer
University Internationalisation Committee