

1st I Award Assessment Committee Meeting
24-26 April 2011,
Jakarta, Indonesia

MINUTES

INTRODUCTION

1. 1st I Award Committee Meeting was held on 24-26 April 2011, at Mercure Convention Centre Hotel, Jakarta, Indonesia.
2. The Directorate General of Higher Education, Ministry of National Education, Indonesia kindly hosted the event. The Meeting was attended by government policy makers, Director of SEAMEO RIHED and nominated committee members from Malaysia, Indonesia, Thailand and Australian Education International, and SEAMEO RIHED staff. The list of participants is shown as **Annex 1**.

OPENING CEREMONY

3. Dr. Illah Sailah, Director of Learning and Student Affairs, Directorate General of Higher Education, Ministry of National Education, Indonesia, warmly welcomed all honourable delegates, participants, expressing the Ministry of National Education's pleasure at hosting the event. Dr. Illah Sailah expressed her thanks to all distinguished delegates for their strong support and their role in the project development. Dr. Illah Sailah introduced a group of Internationalisation Award or I Award assessors the Meeting Agenda and site visit programme. She also noted to the Meeting the progress of the M-I-T Student Mobility Programme that was successfully launched in 2010, and the initiative of I Award project, developed as a supporting tool to promote the effective flow of student mobility in the Southeast Asian region. At the conclusion of her Welcome Remarks, Dr. Illah Sailah wished the Meeting a great success and wished delegates a fruitful site visit at two nominated higher education institutions for a pilot test of I Award Assessment Instrument, at Jakarta State University (UNJ) and National University (UNAS).
4. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin, Acting Director of SEAMEO RIHED, welcomed all delegates and expressed her deepest appreciation and gratitude for the warm hospitality extended to participants by the Ministry of National Education, Indonesia. She gave special thanks to Prof. Dr. Ir. Djoko Santoso, Director General of Higher Education, and Dr. Illah Sailah, Director of Learning and Student Affairs, Directorate General of Higher Education, Ministry of National Education, Indonesia, for kindly hosting the 1st I Award Committee Meeting. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin acknowledged to the Meeting that Directorate General of Higher Education, Ministry of National Education, Indonesia, through Dr. Purwanto Subroto, Deputy Director of Collaboration Affairs, Directorate of Institutional and Collaboration Affairs, will act as a focal point of I Award Project.

5. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin emphasised the importance of an International Relations Office's (IRO) role as a crucial actor in terms of facilitating individual students, academics and administrative staff to be mobile in a systematic and well-designed way. Assoc. Prof. Dr. Sauwakon noted to the Meeting that SEAMEO RIHED initiated I Award with the aim to serve the ASEAN Countries' collective goals in promoting effective student mobility across the Southeast Asian region.
6. She noted that the 1st I Award Committee Meeting provided a platform for a group of assessors and policy makers from Indonesia, Malaysia and Thailand to consider and fine tune the I Award assessment instrument, and discuss a concept and implementation plan of I Award Project. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin wished the Meeting every success.

ADOPTION OF AGENDA

7. Dr. Illah Sailah and Assoc. Prof. Dr. Sauwakon Ratanawijitrasin acted as chairpersons. The Meeting adopted the agenda and programme without any changes. The Meeting Agenda is shown as **Annex 2**.

1st DAY MEETING

8. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin briefed the Meeting on the concept of I Award and discussed about the definition of International Relations Office (IROs) that is eligible to join the I Award Project. She proposed the scope of IROs participating in the I Award be that they shall be referred to as bodies which facilitate the flow of student mobility under the M-I-T (Malaysia-Indonesia-Thailand) Student Mobility Programme and who are under Higher Education Institutions participating in the Programme. Certified IROs will be awarded in the name of their Higher Education Institutions (HEIs). Detailed background of I Award was presented through the multimedia video.
9. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin detailed I Award Assessment Committee Structure, identifying their roles and requested actions. She introduced the I Award implementation framework, dividing it into three stages. At the first stage, the Meeting discusses and fine tunes assessment criteria and instrument developed by SEAMEO RIHED. The revised assessment criteria and instrument are tested by the Assessment Committee at two selected Indonesian HEIs: 1) Jakarta State University (UNJ) and 2) National University (UNAS). The second stage of I Award allows the Assessment Committee to discuss in detail the process of assessment at the 2nd I Award Assessment Committee Meeting, then makes an assessment of participating HEIs in Indonesia, Malaysia, Thailand, respectively. The 3rd Meeting of I Award Assessment Committee discusses about assessment results of each participating HEI and provides comment on the assessment report. Additional meetings may be

required to fulfill the Assessment Committee's tasks. At the third stage, the awarding ceremony is planned to be held at the SEAMEO Council Conference. The discussion powerpoint is shown in full as **Annex 3.**

10. The Meeting had intensive discussion on the criteria designed for the I Award Assessment Instrument, fine-tuning each module of assessment checklist: system assessment, hardware assessment, software assessment and humanware assessment. The revised version of I Award Assessment Instrument (first edition) is shown in full as **Annex 4.**

2nd DAY MEETING

11. After the pilot test of I Award Assessment Instrument at Jakarta State University (UNJ) and National University (UNAS), the Assessment Committee had a discussion on the concept and principle of I Award, discussed about the scope of target country and HEIs, reviewed the Assessment Instrument, exchanged views on the implementation process of I Award assessment, and proposed agenda for the next meeting.
12. The Meeting intensely discussed about the extent of Internationalisation or "I" of the I Award project. In considering the name of Internationalisation Award, Mr. Scott J. Evans argued that internationalisation requires many aspects of higher education such as mobility of students and faculty members, international research collaboration, international dimension in curriculum, international development project, et cetera. Criteria or indicators for the Assessment Instrument, thus, need to cover and assess all the aspects. Assoc. Prof. Dr. Zelina Binti Zaiton Ibrahim raised her concern about the size and stakeholders involved in case the project focuses on the wider aspects of internationalisation. She proposed the project be focused on the student mobility and strategic planning aspect at the initial stage in 2011-2013, included further aspects of action plan for internationalisation in 2014, and covered all the aspects of internationalisation by 2015. The timeline is considered based on the regional goal of ASEAN Community in 2015. As a result, Assoc. Prof. Dr. Sauwakon proposed the name of the project be adjusted from "I Award" to "I Award- Student Mobility" and be carried out in stepwise fashion. The Meeting supported the proposal.
13. Assoc. Prof. Dr. Piniti Ratananukul emphasised the importance of I Award as a key supporting mechanism to student mobility under the M-I-T (Malaysia-Indonesia-Thailand) Student Mobility Programme. The concept was proposed by Prof. Dr. Supachai Yavaprabhas, Former Director of SEAMEO RIHED and supported by the 1st M-I-T Student Mobility Programme Review Meeting, held during 31 January to 1 February 2011, in Bangkok. Assoc. Prof. Dr. Piniti noted that I Award will be recognised by the Southeast Asian Ministers of Education at the SEAMEO Council Conference. Assoc. Prof. Dr. Piniti responded to the question of a scope of target HEIs that HEIs under the M-I-T Student Mobility Programme from Malaysia, Indonesia and Thailand shall be the first target group at the initial stage; however, the scope will be expanded following the expansion of countries and HEIs who will

join in the M-I-T Student Mobility Programme in the future. Assoc. Prof. Dr. Piniti Ratananukul acknowledged to the Meeting that Vietnam and Brunei have an interest to join the M-I-T Student Mobility Programme. Assoc. Prof. Dr. Zelina further noted that scope and level of IROs who are in charge of the M-I-T Student Mobility Programme need a further discussion.

14. The Meeting had a final review on the I Award Assessment Instrument and assessment process. The Meeting agreed on Assoc. Prof. Dr. Piniti Ratananukul's recommendation that the assessment criteria framework, not the assessment instrument itself, shall be forwarded to target HEIs in advance to allow enough time for HEIs self-preparation. This way will facilitate the flow of assessment process at the time of site visit. At the assessment stage, assessed HEIs need to submit all the relevant documents to prove their work operation. Assoc. Prof. Dr. Piniti further proposed a group of assessors be divided into groups following each module of assessment criterion at each round of assessment. Since there is a large number of HEIs participating in the M-I-T (Malaysia-Indonesia-Thailand) Student Mobility Programme, a group of assessor will make site-visit assessment only at shortlisted HEIs who are certified from the documentation screening process. He also emphasised the importance of a result report detailing awarding results as well as award determining process taken by the Assessment Committee. In considering the transparency of assessing process, the report shall be sent to participating HEIs.
15. Assoc. Prof. Dr. Zelina Binti Zaiton Ibrahim suggested that each criterion needs a short description. Assoc. Prof. Dr. Sauwakon Ratanawijitrasin concluded that each module of assessment checklist should demonstrate what are must-have criteria for the cycle of student mobility (pre-arrival, on-arrival, ongoing and returning home facilitating process). She further proposed that the project should involve students who participate in the M-I-T (Malaysia-Indonesia-Thailand) Student Mobility Programme in order to observe and reflect consumers' point of view. A survey or questionnaire may be used to collect what are key requirements from mobilised students. The Meeting took note that SEAMEO RIHED will collect all the comments given during the Meeting and try-out at Jakarta State University (UNJ) and National University (UNAS) for further revision to the Assessment Instrument. The revised Assessment Instrument will be forwarded to a group of assessment committee for final review and approval.

ACKNOWLEDGEMENT

16. The Meeting expressed its deep appreciation to Directorate General of Higher Education, Ministry of National Education, Indonesia for hosting the event and extended its gratitude to SEAMEO RIHED for supporting the project. Appreciation was also due to all distinguished assessors and delegates for attending and tremendously contributing to the Meeting.
17. Dr. Illah Sailah informed the Meeting that the 2nd I Award Assessment Committee Meeting is tentatively scheduled to be held back-to-back with the 2nd M-I-T Student Mobility Programme Review Meeting, in September 2011 in Bali, Indonesia. The 2nd I

Award Assessment Committee Meeting will discuss in details the assessment process, nomination of participating HEIs and implementation timeframe, especially for the 2nd stage of assessment process.

18. The Meeting was held in the traditional spirit of SEAMEO friendship, solidarity and cooperation.