

Academic Board and its Sub-Committees Schedule of Business - Standing Items 2015

			Education Cttee	Research Cttee	Academic Board	Council
			23 Feb 30 Mar 1 June 13 July 7 September 19 October	24 Feb 31 Mar 2 June 14 July 8 September 20 October	16 March 4 May 22 June 10 August 28 September 9 November	27 Feb 10 April 14 May 9 July 3 September 23 October 3 December
AcB MTG #	Responsible Officer/Area	Topic	Materials Deadline	Materials Deadline	Materials Deadline	Materials Deadline
MEETING 1						
1	Secretariat	Hot Topic – review for the year – Prioritised list of ‘hot topics’ sent to responsible officers or groups of responsible officers with allocated dates			(1/15) 2 March	
1	GCS – Policy Officer - Stella	Key Academic Policies Under Review – List	(1/15) 9 Feb	(1/15) 10 Feb	(1/15) 2 March	
1	CIMS - Jane	Summary of Course Changes – Annual Report	(1/15) 9 Feb	(1/15) 10 Feb	(1/15) 2 March	(2/15)
1	Quality enhancement	Accreditation of courses and/or disciplines http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000.html annual status report still to come forward.	(1/15) 9 Feb	(1/15) 10 Feb	(1/15) 2 March	
1	AB members	Schedule of Business 2015			(1/15) 2 March	
	Chair – Research Ctee	Research Committee – Strategic Issues Schedule of Business 2014 and 2015		(1/15) 10 Feb		

			Education Cttee	Research Cttee	Academic Board	Council
1	DVC(A)	Annual progress report on the implementation of the recommendations contained in the 2011 AUQA report.			(1/15) 2 March	2015
1	Chairperson and Secretary	Annual Report on the operations of the Academic Board			(1/15) 2 March	
1	CPP	University Performance Level Measurements		(1/15) 10 Feb		
1	Campus Dean JCU Singapore	<u>11 Week Trimester Study Period for JCUS</u> provide a mid-study period progress report, on the assurance of delivery as against the approved subject outlines for the inaugural offering of the 11 week Study Period at JCUS in 2014 (Ed Cmt (6/13) Item 6.4)	(1/15) 6 Feb 2014 ONLY			
1	Campus Dean JCU Singapore	<u>11 Week Trimester Study Period for JCUS</u> Review of new delivery period and provide a report which includes benchmarking across other deliveries in JCUA & JCUB, comparing SELT and Grade Distribution Report (GDR). Reports from Subject Coordinators, Course Coordinators and Heads of Schools should also be included in the report. Following this review consideration and a decision be made to whether the 11 week study periods for JCUS continue in 2016 (Ed Cmt (6/13) Item 6.4)	(1/15) 2015		(1/15) 2015	
1	Campus Dean JCU Singapore- Academic Compliance committee (ACC)	Report on outcomes of ACC (JCUS)			(1/15) 2 March	
1	Quality enhancement	Accreditation of courses and/or disciplines http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000.html annual status report still to come forward.	(2/15) 16 March	(2/15) 17 March	(1/15) 2 March	

As at DECEMBER 2014

MEETING 2						
2	Secretariat	Hot Topics			(2/15) 20 April	
2	Quality Planning & Analytics	Matters of Interest Report	-	-	(2/15) 20 April	
2	Quality Planning & Analytics	Report on results of the CEQ report for 2014 SFS no longer in use after 2014	(2/15) 16 March		(2/15) 20 April	
2	Quality Planning & Analytics	University Level Performance Measures – Annual Acquittal Report (previously KPIs)	(2/15) 16 March	(2/15) 17 March	(2/15) 20 April	(2/15)
2	AB members	Hot Topics 2015			(2/15) 20 April	
2	College/Division	Last year, AB disestablished these policies and they were replaced with the one policy Honours Assessment and Postgraduate Coursework Awards Policy . The Academic Board should receive a triennial report from each Faculty Pro-Vice-Chancellor on the compliance of each School in their Faculty with these Honours and Postgraduate Coursework Policies and Procedures (and any variations approved by Academic Board) at its March Meeting in the relevant year to enable the Board to assess compliance with these guidelines.	Due 2015		Due 2015	2015 2018 2021
2	Student & Academic Services	Student Complaints and Grievances Summary			(2/15) 20 April	

MEETING 3						
3	Secretariat	Hot Topic				
3	Quality Planning & Analytics	Matters of Interest Report	(3/15) 16 May	-	(3/15) 10 June	
3	Quality Planning & Analytics	<p>University Plan – Academic Component – Annual Review/revision (currently being revised) AB and sub-committees will be able to provide comments for the current revision via this standard process.</p> <p>Please note that for this year (2014) there will be no proposed change or update of the Academic Portion (referred to as the “Core Business” sections under the new 2013-2017 University Plan). Further, there will be no amendment to the 2013-2017 University Plan this year at all.</p> <p>A full review of all elements of the University Plan was undertaken last year in 2013 (under the leadership of the SDVC), with Council approving the current 2013-2017 University Plan including the “Core Business” sections (Academic Plan), at its meeting of 5th of December 2013.</p> <p>The Academic portion (Core Business sections) must be approved by Council, which constitutes the “Academic Plan” for JCU. All other elements are approved by the VC at VCAC then forwarded to Council for approval of the academic portions.</p> <p>can you please keep this item on your annual lookup because the University Plan may need updating prior to its current 2013-2017 lifecycle. It is envisaged that the current plan will get to its 2017 timeframe without alteration, but as things (both internally at JCU and externally) then the University Plan may need to be updated to reflect and respond to those changes.</p>	(2/15) 16 March	(2/15) 17 March	(2/15) 20 April	
3	Student & Academic Services	Academic Calendar	(3/15) 18 May		(3/15) 8 June	
3	Quality Planning & Analytics (Moved twice (1/14 & 2/14) due to staff absence and new process)	<p>Accreditation of courses and/or disciplines http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000.html annual status report still to come forward.</p>	(3/15) 18 May		(3/15) 8 June	

MEETING 4

4	Secretariat	Hot Topic				
4	College/Division	<p>Faculty Distribution of Grades Report – Annual <i>The Corporate Planning and Performance Office provide distribution of grades by discipline data to the College/Division annually. The Faculty PVC will present an annual report on the distribution of grades by discipline to the Education Committee and a triennial report to Academic Board (after 2011) via the Education Committee. AcB(3/10) - that the recommendation future <i>Faculty Distribution of Grades by Discipline</i> reports, after 2011, be submitted to the Academic Board via the Education Committee on a triennial basis, be approved; University in period of change should come to meeting 5</i></p>	(4/15) 2014	-	(4/15) 2014	
4	Ed& Res Cte	Invite members to attend AcB Mtg	(4/15) 29 June	(4/15) 30 June		
4	Quality Enhancement	<p>Faculty Academic Program Reports (moved from 3rd mtg) And Annual Course Performance reports (Summary of key issues identified & Action Plan) FAPRs & CPRs</p> <p>Please note that FAPRs were not required to be prepared this year in view of the transition to the new JCU headline structure.</p> <p>Regards Jill O'Keeffe 3 July 2014 University in period of change should come to meeting 5</p>	(4/15) 29 June	(4/15) 30 June	(4/15) 27 July	
4	Quality Planning & Analytics	Postgraduate Research Experience Questionnaire (PREQ) Report – 2013		(4/15) 30 June	(4/15) 27 July	
4	Campus Dean JCU Singapore	<p><u>11 Week Trimester Study Period for JCUS</u> Provide a further update following the examiners meeting at the conclusion of SP51. (Ed Cmt (6/13) Item 6.4)</p>	(4/15) 29 June			

MEETING 5 - MEETING IN THE ROUND – SEND OUT INVITES

5	Secretariat	Hot Topic				
5	College/Division	Compliance with policy <i>Advanced Standing for Previous Studies and Recognised Prior Learning</i> http://www.jcu.edu.au/policy/allatoh/JCUDEV_014716.html	(5/15) 24 August		(5/15) 16 September	
5	Quality Planning & Analytics	2013 Graduation Destination Survey Report	(5/15) 22 August		(5/15) 16 September	
5	Quality Planning & Analytics	<i>SELT?</i> Report on results Sem 1 SFS Surveys for 2014 (Email from CPP 15/05/14 - <i>Student Experience of Learning & Teaching (SELT) replaces SFS and that a report will come from QP&A in collaboration with LT&SE – Further, SFT is also included in SELT</i>)			(5/13) 16 September	
5	Director, JCInternational	Compliance with <u>Admissions Policy</u> clause 4.c. “The Director, James Cook International, following consultation with the Faculty Pro-Vice-Chancellors or authorised delegates, shall make determinations regarding equivalence of international qualifications in relation to Australian qualifications, and shall report to Education Committee regarding these matters at least once per year”.	(5/15) 22 August		(5/15) 14 September	
5	College/Division	Faculty Distribution of Grades Report – Annual The Corporate Planning and Performance Office provide distribution of grades by discipline data to the College/Division annually. The Faculty PVC will present an annual report on the distribution of grades by discipline to the Education Committee and a triennial report to Academic Board (after 2011) via the Education Committee. AcB(3/10) - that the recommendation future Faculty Distribution of Grades by Discipline reports, after 2011, be submitted to the Academic Board via the Education Committee on a triennial basis, be approved; University in period of change should come to meeting 5	(5/15) 2014	-	(5/15) 2014	
5	Quality Enhancement	Faculty Academic Program Reports (moved from 3rd mtg) And Annual Course Performance reports (Summary of key issues identified & Action Plan) FAPRs & CPRs	(5/15) 24 August	(5/15) 25 August	(5/15) 14 September	

As at DECEMBER 2014

MEETING 6

6	Senior DVC	THE JCU RESEARCH PLAN 2011-2013 – ???/ refreshed yearly – reviewed triennially			(6/15) 26 Oct	
6	University Secretary	Meeting Dates – Meeting Pathways	(6/15) 5 October	(6/15) 6 October	(6/15) 26 Oct	
6	Quality Planning & Analytics	Report on results Sem 1 SFS Surveys for 2014	(6/15) 5 October		(6/15) 26 Oct	
6	Quality Planning & Analytics	Matters of Interest Report			(6/15) 26 Oct	
6	Divisions via DVC(A)	Annual Review of Subjects with Low Enrolments Policy	(6/15) 5 October			
6	Secretariat	Hot Topic			(6/15) 26 Oct	
6	TLD	Student Feedback Reference Group) progress report requested at 2/14 meeting of AB				
6	DVCA & Dir, TLD	Annual review of Subject Outline Guide and Subject Outline Template (see minutes of mtg (6/13) item 6.3)	(6/15) 5 Oct			