

EDUCATION COMMITTEE (EC) Schedule of Business for Year 2017

| <i>Description of EC Activities</i> | <i>01-17</i> | <i>02-17</i> | <i>03-17</i> | <i>04-17</i> | <i>05-17</i> | <i>06-17</i> |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| <i>Matters listed in Academic Board Schedule of Business</i> | | | | | | |
| 1. Summary of Course Changes Annual Report | √ | | | | | |
| 2. Accreditation (Professional) Courses and/or Discipline Status Report and Division Certification http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000 | √ | | | | | |
| 3. Report on results for the QILT report for 2016 (inc GDR, SES, GDS & CEQ) | | √ | | | | |
| 4. Academic Calendar | | √ | | | | |
| 5. University Plan – Academic Component – Annual Review/revision) | | | √ | | | |
| 6. Invite members to attend AcB Mtg | | | | √ | | |
| 7. Course Performance Reports | | | √ | | | |
| 8. College Distribution of Grades Report - Annual | | | | | √ | |
| 9. Equivalence of International Qualifications in Relation to Australia Qualifications (Bartel Report?) Compliance with Admissions Policy clause 4.c. | | | | | √ | |
| 10. Divisional Academic Program Reports (DAPR) (Invite DAQS to AB) | | | | √ | | |
| 11. Annual Review of Subjects with Low Enrolments Policy and Subject Outline Guide and Subject Outline Template | | | | | | √ |
| <i>Routine Business/Standing Items</i> | | | | | | |
| 1. Chairperson of Education Committee Report | √ | √ | √ | √ | √ | √ |
| 2. Education Committee Priorities for following year | | | | | | √ |
| 3. Review Schedule of Business for 2017 | √ | | | | | |
| <i>Committee Governance</i> | | | | | | |
| 1. Confidentiality Provisions | √ | | | | | |
| 2. Education Committee – Membership | √ | | | | | |
| 3. Meeting Dates 2018 – Meeting Pathways | | | | | | √ |
| 4. Self-Assessment of Overall Performance and Self-Assessment Against Terms of Reference | | | | | | √ |

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| 5. Review of Terms of Reference (only required every 2 years) | | √ | | | | |
| 6. Review Schedule of Business for 2018 | | | | | | √ |
| 7. *Performance Measures (a) Acquittal (2016) | | √ | | | | |
| (b) Mid-Year Results | | | | √ | | |
| (c) Targets for the following year | | | | | | √ |

*This item is also included in the Academic Board Schedule of Business

| Additional Items to be brought to the attention of the Committee in 2017 | | | | | | |
|--|---|---|---|---|---|---|
| 1. YourJCU Survey – Institutional Performance | | | | √ | | |
| 2. National Student Experience Surveys – Institutional Performance Survey | | | √ | | | |
| 3. Student Equity and Wellbeing Services - Summary of Trends in Use | | √ | | | | |
| 4. Career and Employability – Service use, Curriculum Developments | | | | √ | | |
| 5. Orientation Report | | √ | | | | |
| 6. Retention Priority Project Update | | | | | √ | |
| 7. Blended Learning Priority Project Update | | | | √ | | |
| 8. Diploma of Higher Education Priority project Update | | | √ | | | |
| 9. JCU Learning Centre Report: Trends in Use of Services | | | | | | √ |
| 10. Curriculum Enhancement Projects – Report on 2017 activities | | | | | | √ |
| 11. Exit Survey Data | | | | | √ | |
| 12. International Admissions Change to Process | √ | | | | | |
| 13. University Policy – Learning and Teaching – Curriculum Approval, Monitoring, Review and Improvement Policy Amendments | √ | | | | | |
| 14. Endorsement of Policy and Procedure for Special Consideration, Deferred and Special Examinations Policy and Procedures | √ | | | | | |
| 15. Accreditation (Professional) of Courses and/or Disciplines Status Report and Division Certification | √ | | | | | |
| 16. Prizes-Michael Erik Van Genderen Memorial Award – Townsville General Hospital Past Graduates Association (DTHM) Establishment - Proposed | √ | | | | | |
| 17. 2017 – Introduction of a Student Exit Survey | √ | | | | | |
| 18. Intermediate and Exit Awards | | √ | | | | |
| 19. Implementation Plan for English Standards for International Students | | √ | | | | |

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| 20. Research Pathways Master Working Group | | √ | | | | | |
| 21. Plagiarism - UK HE Report | | √ | | | | | |
| 22. JCU Renewal of Registration (TEQSA) (included with Chairperson Report) | √ | √ | √ | √ | √ | √ | √ |
| 23. Division of Tropical Health and Medicine Timetable Report | | √ | | | | | |
| 24. Postgraduate Student Experience | | √ | | | | | |
| 25. Student Complaint Report for 2016 | | √ | | | | | |

| Ad-Hoc Items including Circulating Resolutions (CR)* brought to the attention of the Committee in 2016 | 01-16 | 02-16 | 03-16 | 04-16 | 05-16 | 06-16 | Maps to section of Duties and Responsibilities |
|--|--------------|--------------|--------------|--------------|--------------|--------------|---|
| 1. Terms of Reference for the Education Committee | √ | | | | | | 8. |
| 2. Education Committee – Extension Of Elected Member’s Membership – Proposed – Revised Terms Of Reference - Update | √ | | | | | | 3,4 |
| 3. Student Advising Framework And Brochure | √ | | | | | | 8.1 (a) (iv) |
| 4. Action Plan 2015 Library Client Survey | √ | | | | | | 8.1 (b) (iii – iv) |
| 5. 2015 Infohelp Rovers Infographic | √ | | | | | | 8.1 (b) (iii – iv) |
| 6. Implementation Plan For English Language Entry Standards For International Students | √ | | | √ | √ | | 8.1 (b) (ii) |
| 7. Prizes – PETAA Award For Excellence - Friends Of Science In Medicine Prize (DTHM) - Queensland Country Credit Union Prize (DTHM) Establishment | √ | | | | | | 9.1 |
| 8. Subject Attributes Summary Report– Subject Attributes & Availabilities – Amendments | √ | | | | | | 8.2 (viii) |
| 9. Summary Of Courses/Majors Changes 2015 For 2016 - Report | √ | | | | | | 8.2 |
| 10. Learning And Teaching Policy – Courses, Majors And Subjects Approval Process Policy – Major Review - Title Change To Curriculum Approval Policy | √ | | | | | | 8.1(a) |
| 11. Academic Offerings –Division Of Tropical Environments And Societies - New Major / Minor - Award Requirements Of Courses Amendment - Discontinuations | √ | | | | | | 8.2 (viii) |
| 12. Academic Offerings –Division Of Tropical Health And Medicine- New Major / Minor – Award Requirements Of Courses Amendment - Discontinuations | √ | | | | | | 8.2 (viii) |
| 13. QILT Student Survey Data | | √ | | | | | 8.2 |
| 14. Update on Review of Academic and Student Delegations | | √ | | | | | 9. |
| 15. University Policy – International Policy – Interim Policy - Attendance Monitoring Policy - English Language Programs – Formal Approval Required | | √ | | | | | 8.1 |
| 16. 2015 KPI (Key Performance Indicator) and PI (Performance Indicator) Full Year Acquittal | | √ | | | | | 8.2 |

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| 17. University Policy - Learning and Teaching - Special Consideration, Supplementary, Deferred and Special Examinations Policy – Review | | | √ | | | | 8.1 |
| 18. University Policy - Learning and Teaching - Appeal of Final Subject Grade Procedure – Major Review | | | √ | | | | 8.1 |
| 19. Developing a JCU Social Media Policy | | | √ | | | | 8.2 |
| 20. 2016 Course Performance Reports | | | √ | | | | 8.2 |
| 21. ACOLA Review of Research Training - JCU Response to Key Findings and Recommendations | | | √ | | | | 8.2 |
| 22. University Policy – Student Services – Academic and Student Delegation Policy – Amendments - Proposed | | | √ | | | | 8.1 |
| 23. Academic and Student Delegations Register | | | √ | √ | | | 9. |
| 24. JCU Renewal of Registration (TEQSA) as Higher Education Provider: Status Report | | | √ | | | | 8., 10. |
| 25. Proposed Establishment of a JCU Student Advisory Forum | | | √ | | | √ | 8.2 |
| 26. College Processes for Subject Outline Compliance and Archiving | | | √ | | | | 8.1 (b) (ii) |
| 27. Student Complaint Report for 2015 | | | √ | | | | 8.2 (vi) |
| 28. University Policy – Learning and Teaching Policy – Curriculum Approval, Monitoring, Review and Improvement Procedures – Establishment | | | √ | | | | 8.1 |
| 29. Rules which Underpin the Setting of the Academic Calendars - Review | | | | √ | | | 8.1 (b) (iv) |
| 30. Subject Coordinator Support and Training | | | | √ | | | 8.1 (b) |
| 31. 2016 Division Academic Program Reports (DAPRS) | | | | √ | √ | | 8.2 |
| 32. Prizes – Child and Adolescent Health Prize (DTHM) & Chris William Prize in Social Work (DTES) - Establishment – Proposed | | | | √ | | | 9.1 |
| 33. Revision of the Charter Of Responsibilities for Academic Quality and Governance | | | | √ | | | 8., 9. |
| 34. Amendment to the Student Experience of Learning and Teaching Policy | | | | | √ | | 8.1 |
| 35. Education Committee – 2016 Performance Measures (KPIS and PIS) – Mid-Year Results | | | | | √ | | 8.2 |
| 36. Postgraduate Student Experience | | | | | √ | | 8.2 |
| 37. TEQSA Update: Status Report on JCU’S Renewal of Registration (TEQSA) as a Higher Education Provider | | | | | √ | | 8., 10. |
| 38. Division of Tropical Health and Medicine Timetable Report | | | | | √ | | 8.2 (vi) |
| 39. Blended Learning Priority Projects Report | | | | | √ | | 8.1 |
| 40. 2015 Retention Report and Associated VCAC Presentation | | | | | √ | | 8.2 (v) |
| 41. Progress Report: Diploma of Higher Education September 2016 | | | | | √ | | 8.2 (viii) |

*Circulating Resolutions – in column of meeting to which it should be reported