

## Draft EDUCATION COMMITTEE (EC) Schedule of Business for Year 2019

Description of EC Activities	01-19	02-19	03-19	04-19	05-19	06-19
<b>Matters listed in Academic Board Schedule of Business</b>						
1. Summary of Course Changes Annual Report	√					
2. Accreditation (Professional) Courses and/or Discipline Status Report and Division Certification <a href="http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000">http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000</a>	√					
3. 2018 QILT Highlight Report (results of student survey data for 2017 (inc GDR, SES, GDS & CEQ))			√			
4. Academic Calendar / JCU Academic Calendars and Study Period Important Dates – standard and JCU Online (keypath one partner) calendars 2020 – Proposed			√			
5. University Plan – Academic Component – Annual Review/revision – Priorities 2019 (Now and Medium)	√					√
6. Course Performance Reports			√			
7. College Distribution of Grades Report - Annual					√	
8. 2017 Divisional Academic Program Reports (DAPRs) (Invite DAQS to AB)				√		
9. Policy Status Report	√			√		
10. Policies – New / Amendments (as they arise)	√	√	√	√	√	√
<ul style="list-style-type: none"> <li>Annual Review of Subjects with Low Enrolments Policy</li> </ul>	√					
11. Subject Outline Guide and Subject Outline Template					√	
<b>Routine Business/Standing Items</b>						
12. Chairperson of Education Committee Report	√	√	√	√	√	√
13. Education Committee Priorities for the following year (refer to Item 5)						√
<b>Special Projects Update (to be advised)</b>	√	√	√	√	√	√
14. Digital Transformation Strategy (includes Respondus and Examinations) (Refer Strategic Items 56)		√	√ Including mediasite			
15. Credit and Articulation			√			
16. Timetable Transitioning - includes Timetable and Class registration Review Update				√ ICTAC		

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17. JCU Online (not just Keypath – only one partner)			√	AB June ? if EC for noting		√
<b><u>Student Experience and Wellbeing</u></b>	√	√	√	√	√	√
18. Student Equity and Wellbeing Services - Summary of Trends in Use –			√			
19. 2019 Mental Health Strategy refer Strategic .						
20. National Student Experience Surveys – Institutional Performance Survey – QILT web published – include Undergraduate and Postgraduate JCU survey			√			
21. Orientation Report SP1- 2018 and SP2 - 2018			√			√
22. Retention Report - Postgraduate Student Experience Maree advised will be assumed into Retention Rpt later in the Year Exit Survey Data – known as JCU Leaving Survey					√	
23. Student Complaint Report for 2018		√		√		
24. New Prizes (as they arise)						
<b><u>Learning and Teaching</u></b>	√	√	√	√	√	√
25. Strategic Items	?	?	?	?	?	?
26. JCU Learning Centre Report: Trends in Use of Services						√
27. YourJCU Survey – Institutional Performance					√	√
28. Career and Employability – Service use, Curriculum Developments						√
29. Intermediate and Exit Awards Review		√				
30. Student Digital Experience						√
31. Professional Development (refer Strategic Item 51 to 62), - Maree D-T			√			
32. Academic Performance and Development Framework Policy was Academic Expectations (new 2019)			√			
<b><u>Governance Matters</u></b>						
33. Confidentiality Provisions	√					
34. Education Committee – Membership	√					
35. Meeting Dates 2019 – Meeting Pathways						√

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36. Review of Terms of Reference (only required every 2 years) (due 2020)						
37. Review and adoption Schedule of Business for 2019 and 2020	√					√
38. Student Advisory Forum Minutes (after meetings)			√			√
39. JCU Renewal of Registration (TEQSA) (included with Chairperson Report) Not ready for second meeting	√	√	√	√		√
<b><i>Additional Items to be brought to the attention of the Committee in 2018</i></b>						
40. Presentation – Update Forthcoming ESOS Audit – Manager International Compliance (PT checked with Julieanne Cox coming to later meeting)			√			√
41. Revised Academic And Student Delegations Register			√			

**Notes to Schedule**

<b><i>Due for Review in 2018 but will be prioritized in Full Suite of policies to be reviewed after consideration of the Policy Status Report (to be advised by Maree Dinan-Thompson and Stephen Naylor)</i></b>						
University Policy – Learning and Teaching – Curriculum Approval, Monitoring, Review and Improvement Policy Amendments						