

EDUCATION COMMITTEE SCHEDULE OF BUSINESS 2024

DESCRIPTION OF EDUCATION COMMITTEE ACTIVITIES	1-24 (29/1)	2-24 (18/3)	3-24 (7/5)	4-24 (24/6)	5-24 (12/8)	6-24 (21/10)	Responsible Officer
Matters listed in ACADEMIC BOARD Schedule of Business	✓✗						
1. Annual Policy Review and update (including diversity and equity 2.2.1)	●						Policy Officer
2. Orientation – Interim Presentation (1.3)		●					Director, SS
3. Annual Student Matters Report (2.4)		●					Director, SS
4. 2023 Course Approval, Accreditation and Curriculum Changes – Annual Report (5.1)		●					DAPO (via CComm)
5. Coursework Academic Integrity Report (5.2)			●				Dean CEE, Manager QAE
6. Admissions Report – domestic and international (1.1)			●				AssocDir Adm & Compliance
7. Retention/Progression/ Completion (1.3) (including Diversity and Equity 2.2.2 and 2.2.3)			●				Director, SS
8. Credit / RPL (1.2)				●			Director, SS
9. Standard JCU Academic Calendar and Important Dates 2025-2027			●				Mgr Curr&Accre d
10. Facilities and Infrastructure Report (including Technology Enhanced Learning and LT/SX Innovations Evaluation) (HESF s3.3, s6.3.2f)			●				DirEstate; CDO; DeanCEE; DeanCASE
11. Representation – Information for Students (7.1, 7.2, 7.3.2)				●			Director, M Director, SS
12. 2023 Student Experience Survey Report (1.2, 1.3,2.1,2.2, 2.3,3.3, 6.2b/e, 6.3.2e,h)				●			Manager QAE
13. Graduation – Certification (1.5)				●			Director, SS
14. Learning resources & Educational Support (3.3)				●			Dean, CEE Director, LS
15. Mental Health, Wellness & Safety Report (2.3)				●			

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16. Subject Preparedness Report and 2025 Subject Outline Template (1.3.2-3)					●		Dean, CEE, Manager QAE
17. Educator Professional Development Report (3.2)					●		Dean, CEE
18. International Student Barometer (every 2 years – due 2025)					●		Director, SS
19. Annual Revisions to Academic and Student Delegations Register (for endorsement and approval at AB)						●	CAB
20. LT/SX Innovations Evaluation Report (6.3.2f)						●	Dean, CEE
The following held as they arise							
21. Policy Reviews / Amendments / Disestablishments	●	●	●	●	●	●	Directors
22. JCU Singapore Academic Committee Minutes	●	●	●	●	●	●	JCUS Campus Dean
Routine Business/Standing Items							
23. Chair of Education Committee Report - Learning and Teaching - Communities of Practice - Strategic Discussions	●	●	●	●	●	●	DVCE
24. Student Experience Advisory Committee Summary & Advice	●	●	●	●	●	●	DVCE
25. Academic Calendar Advisory Committee Action Register	●	●	●	●	●	●	Deputy Chair, AB
Additional Items/ Special Projects/Strategic Discussion and Working Groups (as required)							
26. ESOS and CRICOS Annual Report (7.2)		●					AssocDir Adm & Compliance
Governance Matters							
27. Confidentiality Provisions - JCU Council, Council Committees, Controlled Entity Directors and Nominee Directors of Non-Controlled Entities	●						Chief of Staff
28. Education Committee – Membership 2025						●	Chair/Secret ariat

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29. Meeting Dates 2025						●	Secretariat
30. Review of Terms of Reference - next review (6/24)						●	Chair/Secretariat
31. Schedule of Business 2025						●	Chair/Secretariat
<i>Additional Items/Strategic Items/Hot Topics – (ad-hoc):</i>							
32.							
NOTES: <u>Reorder for 2025</u> 1/25 VCC – HEPPP Allocation 2/25 – Admissions, RPL and Credit for Ed Committee 4/25 – ISB Report Sequence/Timing of VCC to sub-committees may influence schedule of business							