

**Academic Board and its Sub-Committees Schedule of Business - Standing Items 2016**

			<b>EDUCATION COMMITTEE</b>	<b>RESEARCH COMMITTEE</b>	<b>ACADEMIC BOARD</b>	<b>COUNCIL</b>
			<i>22 Feb 29 Mar 30 May 11 July 5 September 17 October</i>	<i>23 Feb 30 Mar 31 May 12 July 6 September 18 October</i>	<i>14 March 2 May 20 June 8 August 26 September 7 November</i>	<i>25 Feb 8 April 26 May 7 July 1 September 21 October 1 December</i>
<b>MTG #</b>	<b>Responsible Officer/Area</b>	<b>Topic/Action/ Responsibility</b>	<b>Materials Deadline</b>	<b>Materials Deadline</b>	<b>Materials Deadline</b>	<b>Materials Deadline</b>
<b>MEETING 1 – 14 March 2016</b>						
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			(1/16) March	
1	Policy	Key Academic Policies Under Review – List	(1/16) Feb	(1/16) Feb	(1/16) March	
1	CIMS	Summary of Course Changes – Annual Report	(1/16) Feb		(1/16) March	(2/16)
1	Quality Enhancement	Accreditation (Professional) of Courses and/or Disciplines Status Report and Division Certification. <a href="http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000.html">http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000.html</a>	(1/16) Feb		(1/16) March	
1	Secretariat	Schedule of Business 2016			(1/16) March	
1	Chairperson and Secretary	Annual Report on the Operations of the Academic Board			(1/16) March	2/16

			<b>EDUCATION COMMITTEE</b>	<b>RESEARCH COMMITTEE</b>	<b>ACADEMIC BOARD</b>	<b>COUNCIL</b>
1	Quality Planning & Analytics	KPIs and PIs – Annual Acquittal Report	(1/16) Feb	(1/16) Feb	(1/16) March	
1	Secretariat	College on a pedestal DTESCASE				
1	JCUS	JCUS ACC REPORT			(1/16) March	
		Internal Audit report from 2015 and schedule for 2016				

MEETING 2 – 2 May 2016			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
2	Secretariat	Hot Topics for 2016 List finalised			(2/16) April	
2	Secretariat	Hot Topic presentation				
2	Quality Planning & Analytics	Matters of Interest Report	-	-	(2/16) April	
2	Quality Planning & Analytics/ TLD	Report on results of the QILT report for 2015	(2/16) March		(2/16) April	
2	College/Division	<p>Check list for "Honours or Postgraduate Thesis (Dissertation/Research Project) Assessment – compliance with Generic requirements/Last year, AB disestablished these policies and they were replaced with the one policy <u>Honours Assessment and Postgraduate Coursework Awards Policy</u>.</p> <p>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.</p>	Due 2016		Due 2016	2016 2018 2021
2	Student & Academic Services	Student Complaint Management Report – End of Year 2015			(2/16) April	
2	Student & Academic Services	Academic Calendar	(3/16) May		(2/16) June	
2	Campus Dean JCU Singapore	<p>11 Week Trimester Study Period for JCUS &amp; Report on outcomes of ACC (JCUS)</p> <p>Review of new delivery period and provide a report which includes benchmarking across other deliveries in JCUA &amp; 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.</p>	(1/16) 2016		(2/16) 2016	

As at 9 November 2015

		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)				
2	Dean of College	College on a pedestal			(2/16)	

<b>MEETING 3 – 20 June 2016</b>						
			<b>EDUCATION COMMITTEE</b>	<b>RESEARCH COMMITTEE</b>	<b>ACADEMIC BOARD</b>	<b>COUNCIL</b>
3	Secretariat	Hot Topic presentation			(3/16) June	
3	Quality Planning & Analytics	Matters of Interest Report	(3/16) May	-	(3/16) June	
3	Quality Planning & Analytics/SDVC	<p>University Plan – Academic Component – Annual Review/revision (currently being revised)</p> <p>2014- AB and sub-committees will be able to provide comments for the current revision via this standard process. 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 5<sup>th</sup> of December 2013. 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>	(3/16) May	(3/16) May	(3/16) June	
3	Dean of College	College on a pedestal			(3/16)	

**MEETING 4 – 8 August 2016**

			<b>EDUCATION COMMITTEE</b>	<b>RESEARCH COMMITTEE</b>	<b>ACADEMIC BOARD</b>	<b>COUNCIL</b>
4	Secretariat	Hot Topic presentation				
4	Ed& Res Cte	Invite members to attend AcB Mtg	(4/16) 29 June	(4/16) 30 June		
4	Quality Planning & Analytics Prof Marsh	Postgraduate Research Experience Questionnaire (PREQ) Report – 2013		(4/16) June	(4/16) July	
4		Prof Development report discussion (SSP other)				
4		Report on Pathway programs (Course Performance Reports)				
4	Campus Dean JCU Singapore	11 Week Trimester Study Period for JCUS & Report on outcomes of ACC (JCUS)	(1/16) 2016		(1/16) 2016	
4	Campus Dean JCU Singapore- Academic Compliance committee (ACC)				(1/16) March	
4	Secretariat	College on a pedestal				

**MEETING 5 – 26 September 2016 MEETING IN THE ROUND – SEND OUT INVITES**

			<b>EDUCATION COMMITTEE</b>	<b>RESEARCH COMMITTEE</b>	<b>ACADEMIC BOARD</b>	<b>COUNCIL</b>
5	College/Division	<p><b>College Distribution of Grades Report – Annual</b>                      The Corporate Planning and Performance Office provide distribution of grades by discipline data to the College/Division annually.                      The Faculty PVC will present 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 <b>a triennial basis</b>, be approved; University in period of change should come to meeting 5</p>	(5/17) 2017	-	(5/17) 2017  2. Triennial report next due 2017 (2014-2016)	
5	Secretariat	Hot Topic presentation				
5	Quality Planning & Analytics	<p><b>2014 Graduation Destination Survey Report</b>                      Just spoke to Daniel Zamykal who oversees both of these reports.                      He said that these reports are not ready yet, and would not be ready for some time.                      He said that GDS and CEQ would normally go to Education Committee.                      Dan would have more information, and you can email or phone him, if you needed anything more specific than the general information above.                      I hope that helps. Could be part of QILT???                      Cheers,                      Laurence.</p>	(5/16) August		(5/16) September	
5	Quality Planning & Analytics	SELT – Report on results			(5/13) September	
5	Professor Hill	QILT report	(5/16) August		(5/16)	
5	Director, JCInternational	<p><b>EQUIVALENCE OF INTERNATIONAL QUALIFICATIONS IN RELATION TO AUSTRALIA QUALIFICATIONS</b>                      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”.</p>	(5/16) 22 August		(5/16) August (5/16) 14 September	
5	Quality Planning & Analytics	Report on results of the CEQ report for 2014	(2/16) March		(2/16) April	

5	Quality Planning & Analytics Policies	Divisional Academic Program Reports (DAPR) (Invite DAQS to AB)				
5	Dean of College	College on a pedestal				



**MEETING 6 - 7 November 2016**

			<b>EDUCATION COMMITTEE</b>	<b>RESEARCH COMMITTEE</b>	<b>ACADEMIC BOARD</b>	<b>COUNCIL</b>
6	University Secretary	Meeting Dates – Meeting Pathways	(6/16) October	(6/16) October	(6/16) Oct	
6	Quality Planning & Analytics	Matters of Interest Report			(6/16) Oct	
6	Divisions via DVC(A)	Annual Review of Subjects with Low Enrolments Policy	(6/16) October			
6	Secretariat	Hot Topic presentation			(6/16) Oct	
6	DVCA & Dean, TLSE	Annual review of Subject Outline Guide and Subject Outline Template (see minutes of mtg (6/13) item 6.3)	(6/16) Oct			
6	Quality Planning and Analytics	KPI and PIs review for 2017				
6	Secretariat and members	Self-review of AB				
6	Dean of College	College on a pedestal			(6/16)	
6	Campus Dean JCU Singapore	11 Week Trimester Study Period for JCUS Report on outcomes of ACC (JCUS)			(6/16)	