

Academic Board and its Sub-Committees Schedule of Business - Standing Items 2019

			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
			18 Feb 25 Mar 27 May 8 July 2 September 14 October	19 Feb 26 Mar 9 July 3 September 15 October	11 March 29 April 17 June 5 August 23 September 4 November	22 March 9 May 27 June 1 August 12 September 25 October 5 December
MTG #	Responsible Officer/Area	Topic/Action/ Responsibility	Materials Deadline 2pm – 2 wks prior to meeting	Materials Deadline 2pm – 2 wks prior to meeting	Materials Deadline 2pm – 2 wks prior to meeting	Materials Deadline 2pm – 2 wks prior to meeting
MEETING 1 – 11 March 2019						
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			(1/19) March	
1	Secretariat	College on a pedestal (list) Provisional for College opportunities			(1/19) March	
1	Secretariat / Colleges / (Other Areas x 3 per annum)	College on a Pedestal Presentation – Professor Lee Stewart – College of Health Sciences			(1/19) March	
1	Policy	Policy Status Report - Key Academic Policies Under Review – Total List QPA to provide Status Report and Board to identify champions from AB		(1/19) Feb	(1/19) March	
1	College / Divisions	College Distribution of Grades Report 2018 /assessment committee – Annual – COGNOS data The Corporate Planning and Performance Office provide distribution of grades by discipline data to the College/Division annually. The DAQS will present an annual report (using the previous 3 years data in line with procedure – link below Refer Section 2. Reporting of the Distribution of Results Procedure at Annual Requirements for the College Distribution of Grades Report	(1/19) 2019 Going to Ed Cttee (1/19) of 18/02/19		(1/19) March Due 2017 (2014-2016) Not provided in 2017 or 2018 – Needed 2019	
		Comprehensive Course Review Report – 2018			(1/19) March	
1	CIMS	Summary of Course Changes – Annual Report (This should include Summary of subjects with Low Enrolments from 2017)	(1/19) Feb		(1/19) March	(2/19) April
1	Quality Enhancement	Accreditation (Professional) of Courses and/or Disciplines Status Report and Division Certification. http://www.jcu.edu.au/policy/allatoh/JCUPRD_054000.html	(1/19) Feb		(1/19) March	
1	Secretariat	Schedule of Business 2019			(1/19) March	
1	Chairperson and Secretary	Annual Report on the Operations of the Academic Board			(1/19) March	(2/19) April

			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
1	Quality Planning & Analytics	KPIs and PIs – Annual Acquittal Report	(1/19) Feb	(1/19) Feb	(1/19) March	
1	Chairperson and Secretary	Annual review of the Academic Board Charter			(1/19) March	(2/19)
1	Chairperson and Secretary	Confidentiality Provisions - JCU Council, “Council Committees”, Controlled Entities Directors And Nominee Directors Of Non-Controlled Entities			(1/19) March	
1	Chairperson and Secretary	Academic Board – Membership List			(1/19) March	

MEETING 2 – 29 April 2019						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
2	Secretariat	Hot Topics for 2019 List finalised			(2/19) April	
2	Secretariat	Hot Topic presentation – to be advised			(2/19) April	
2	Dean of College	College on a pedestal – to be advised			(2/18) April	
2	Student & Academic Services	Student Complaint Management Report – End of Year 2018			(2/19) April	
2	Student & Academic Services	Academic Calendar / JCU Academic Calendars and Study Period Important Dates – standard and JCU Online (keypath one partner) calendars 2021 – Proposed	(2/19 May be for (3/19)		(2/19) April May be for (3/19)	
2	JCUS Abhishek Bhati	JCUS ACC REPORT (SHOULD INCLUDE SP52 & SP53 2018)			(2/19) April	
2	QP&A Coordinated it via Nola Kuilboer Divisions via DVC Students)	Annual Review of Subjects with Low Enrolments Policy			(3/19) amended report	

MEETING 3 – 17 June 2019						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
3	Secretariat	Hot Topic presentation – Curriculum Management			(3/19 June	
3	Dean of College	College on a pedestal – to be advised			(3/19 June	
3	Manager JCU College	JCU College Report			(3/19) June	
3	Ross Shaw	JCU Online Report (includes other non-Award/Keypath as well)			(3/19) June	
3	HR and the Divisions	Prof Development report discussion (SSP other) Dean LTSE (Prof. D-T, DVCTES Prof. Gordon, DVCDTHM Prof. Wronski Inset TEQSA Standard in email out prior to call for Agenda Items – Refer to Prof. Naylor)			(3/19) June	
3	Quality Planning & Analytics	Report on Pathway programs (Course Performance Reports)			(3/19) June	
3	ChAB/Dean LTSE Quality Planning & Analytics/Provost	Student Experience – need to link the Student Life Cycle in with this And QILT – DSS and Dean LTSE University Plan – Academic Component – Annual Review/revision This will be very important – need to determine who will give this – SDVC?? – Need to consider the Student life cycle. <i>Can you please keep this item on your annual lookup because the University Plan may need updating prior to its current 2018-2022 lifecycle? It is envisaged that the current plan will get to its 2022 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.</i>	(3/19) May	(3/19) May	(3/19) June	
3	College/Division Graduate Research School and DAQS	Check list for "Honours or Postgraduate Thesis (Dissertation/Research Project) Assessment – (Benchmarking Report to be provided around Checklist of compliance with both JCU Research and Coursework) 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> . The Academic Board should receive a triennial report from Divisions to enable the Board to assess compliance with these guidelines. Due June 2018			(3/19) June	

8MEETING 4 – 5 August 2019						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
4	Secretariat	Hot Topic presentation – to be advised			(4/19) August	
4	Secretariat	College on a pedestal – to be advised			(4/19) August	
4	Quality Planning & Analytics	2018 QILT Highlight Report (results of student survey data for 2018 – Includes data from GDR, SES, GDS and CEQ) – link Student Life Cycle			(4/19) August	
4	Quality Planning & Analytics	Postgraduate Research Experience Questionnaire (PREQ) Report		(4/19) July	(4/19) August	
4	Director JCU College	Pathway College – Governance Model (Review in 2 years from 2018 = due 2020)			(4/19) August	

MEETING 5 – 23 September 2019						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
5	Secretariat	Hot Topic presentation – to be advised	(5/19) August		(5/19) September	
5	Dean of College	College on a pedestal – to be advised	(5/19) August		(5/19) September	
5	Quality Planning & Analytics	SELT – Report on results	(5/19) August		(5/19) September	
5	Director, JC International	Annual Update Report of the International Entry Standards Committee (IESC)	(5/19) August		(5/19) September	
5	Quality Planning & Analytics Policies	Divisional Academic Program Reports (DAPR) (Invite DAQS to AB)	(4/19) August		(5/19) September	
5	JCU Singapore Abhishek Bhati	JCUS ACC report (SP 51 of 2019)	(5/19) August			

MEETING 6 - 4 November 2019 (MEETING IN THE ROUND – SEND OUT INVITES to all staff)

			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
6	Secretariat	Invitation to members to attend AcB Mtg – for Meeting in the round (this is a reminder to send out invite to all staff –saved in AB Folder / Secretariat)			(6/19) November	
6	University Secretary	Meeting Dates – Meeting Pathways	(6/19) October	(6/19) October	(6/19) November	
6	Secretariat	2020 Schedule of Business Proposed	(6/19) October	(6/19) October	(6/19) November	
6	Secretariat	Hot Topic presentation – to be advised			(6/19) November	
6	Dean of College	College on a pedestal Presentation – to be advised			(6/19) November	
6	DVCA & Dean, TLSE	Annual review of Subject Outline Guide and Subject Outline Template (see minutes of mtg (6/13) item 6.3)	(6/19) October (5/19) September		(6/19) September	
6	Quality Planning and Analytics	KPI and PIs review for 2019 – Proposed Targets for 2020	(6/19) October		(6/19) November	
6	JCU Singapore Abhishek Bhati	JCUS ACC report (SP 51 of 2019)			(6/19) November	
6	Secretariat	Annual review of the Academic Board Charter (refer Meetng 1 for 2018 review and this meeting for 2019 review)			(6/19) November	
6	Secretariat	Membership List updated for 2019			(6/19) November	

Regular /Ad Hoc Items of the Board						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
	Executive Officer	Vice Chancellor's Report			(1/19-6/19)	
	DVC A office / Education Committee	Chair of Education Committee Report			(1/19-6/19)	
	SDVC / Cttee Officer	Chair of Research Committee Report			(1/19-6/19)	
	ChAB	Chair of Academic Board Report			(1/19-6/19)	
	Cttee Officer for EC and ResC	Minutes of Sub-Committees (Ed Cttee / Res Cttee)			(1/19-6/19)	
	Graduate Research School	Awards of Doctor of Philosophy			(1/19-6/19)	
	DTHM	Academic Offerings – New Course DTHM			(1/19-6/19)	
	DTES	Academic Offerings – New Course DTES			(1/19-6/19)	
	DTHM	Academic Offerings – Course/Major/Minor Amendments DTHM			(1/19-6/19)	
	DTES	Academic Offerings – Course/Major/Minor Amendments DTES			(1/19-6/19)	
	AB Secretary / Chair / Executive	Academic Board Membership / Appointments / Inductions Rachel Miller – 18/06/2019 (Student Post/Grad Rep) Ryan Daniel – 7/09/19 (Academic Expert – Research Role) Felicity Croker – 7/09/2019 (Academic Expert – Engagement Role) Denise Dillon – 7/09/2019 (Additional Member) Jesse Argent – 31/12/2019 (Student U/Grad Rep)				
	ChAB / DVC A	Student Experience including Satisfaction				
	Auditor	Internal Audit report				
		Micro-credentialing Working Group				
		Mental Health and Wellbeing Strategy Working Group				
	Division Student Services Tahnee Leman	Review – Recognition Of Academic Excellence Procedure			(5/19) September	
Items to be added to Schedule of Business for 2019						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL