

Academic Board and its Sub-Committees Schedule of Business - Standing Items 2017

			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
			20 Feb 27 Mar 29 May 10 July 4 September 16 October	21 Feb 28 Mar 30 May 11 July 5 September 7 October	13 March 2 May 19 June 7 August 25 September 6 November	23 Feb 13 April 2 June 20 July 7 September 27 October 14 December
MTG #	Responsible Officer/Area	Topic/Action/ Responsibility	Materials Deadline	Materials Deadline	Materials Deadline	Materials Deadline
MEETING 1 – 13 March 2017						
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			(1/17) March	
1	Policy	Key Academic Policies Under Review – List		(1/17) Feb	(1/17) March	
1	Secretariat	College on a pedestal (list)			(1/17) March	
1	CIMS	Summary of Course Changes – Annual Report	(1/17) Feb		(1/17) March	(2/17) 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	(1/17) Feb		(1/17) March	
1	Secretariat	Schedule of Business 2017			(1/17) March	
1	Chairperson and Secretary	Annual Report on the Operations of the Academic Board			(1/17) March	(2/17) April
1	Quality Planning & Analytics	KPIs and PIs – Annual Acquittal Report	(1/17) Feb	(1/17) Feb	(1/17) March	
1	Manager, Internal Audit	Internal Audit report Manager, Internal Audit to be invited to attend the first meeting of the Board in 2017 to speak about any planned academic governance related audit topics for 2017.			(1/17) March	

MEETING 2 – 2 May 2017			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
2	Secretariat	Hot Topics for 2017 List finalised			(2/17) April	
2	Secretariat	Hot Topic presentation			(2/17) April	
2	Dean of College	College on a pedestal			(2/17) April	
2	Quality Planning & Analytics/ TLD	Report on results of the QILT report for 2016	(2/17) March		(2/17) 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 Divisions to enable the Board to assess compliance with these guidelines.</p>	Went 2015		2018 2021	2018 2021
2	Student & Academic Services	Student Complaint Management Report – End of Year 2016			(2/17) April	
2	Student & Academic Services	Academic Calendar	(2/17)		(2/17) April	
1	JCUS	JCUS ACC REPORT			(2/17) April	

MEETING 3 – 19 June 2017						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
3	Secretariat	Hot Topic presentation			(3/17) June	
3	Dean of College	College on a pedestal			(3/17) June	
3	Manager JCU College	JCU College Report (previously JCU Pathways)			(3/17) June	
3	Quality Planning & Analytics/SDVC	University Plan – Academic Component – Annual Review/revision (currently being revised) <i>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.</i>	(3/17) May	(3/17) May	(3/17) June	

MEETING 4 – 7 August 2017

			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
4	Secretariat	Hot Topic presentation			(4/17) July	
4	Secretariat	College on a pedestal			(4/17) July	
4	Ed& Res Cte	Invite members to attend AcB Mtg	(4/17) July	(4/17) July	(4/17) July	
4	Quality Planning & Analytics	Postgraduate Research Experience Questionnaire (PREQ) Report		(4/17) July	(4/17) July	
4	??? perhaps HR and the Divisions	Prof Development report discussion (SSP other)			(4/17) July	
4	Quality Planning & Analytics	Report on Pathway programs (Course Performance Reports)	(4/17) July		(4/17) July	

MEETING 5 – 25 September 2017 MEETING IN THE ROUND – SEND OUT INVITES

			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
5	College/Division	College Distribution of Grades Report – Annual The Corporate Planning and Performance Office provide distribution of grades by discipline data to the College/Division annually. The DAQS will present a triennial report to Academic Board (after 2011) via the Education Committee. AcB(3/10) - that the recommendation future <i>Distribution of Grades by Discipline</i> reports, after 2011, be submitted to the Academic Board via the Education Committee on a triennial basis , be approved; University in period of change should come to meeting 5	(5/17) 2017		(5/17) 2017 2. Triennial report next due 2017 (2014-2016)	
5	Secretariat	Hot Topic presentation			(5/17) September	
5	Dean of College	College on a pedestal			(5/17) September	
5	Quality Planning & Analytics	Graduation Destination Survey Report	(5/17) August		(5/17) September	
5	Quality Planning & Analytics	SELT – Report on results			(5/17) September	
5	Professor Hill	QILT report	(5/17) August		(5/17) September	
5	Director, JC International	Equivalence of International Qualifications in Relation to Australia Qualifications Compliance with <u>Admissions Policy</u> clause 4.c.	(5/17) August		(5/17) September	
5	Quality Planning & Analytics	QILT (combine)	?????		(5/17) September	
5	Quality Planning & Analytics Policies	Divisional Academic Program Reports (DAPR) (Invite DAQS to AB)	(5/17) August		(5/17) September	
5	JCU Singapore	JCUS ACC report				

MEETING 6 - 6 November 2017						
			EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
6	University Secretary	Meeting Dates – Meeting Pathways	(6/17) October	(6/17) October	(6/17) October	
6	Divisions via DVC(A)	Annual Review of Subjects with Low Enrolments Policy	(6/17) October			
6	Secretariat	Hot Topic presentation			(6/17) October	
6	Dean of College	College on a pedestal			(6/17) October	
6	DVCA & Dean, TLSE	Annual review of Subject Outline Guide and Subject Outline Template (see minutes of mtg (6/13) item 6.3)	(6/17) October			
6	Quality Planning and Analytics	KPI and PIs review for 2017	(6/17) October		(6/17) October	
6	Secretariat and members	Self-review of AB			(6/17) October	
6	Secretariat	Annual review of the Academic Board Charter			(6/17) October	