

Academic Board and its Sub-Committees – Schedule of Business – Standing Items 2021

| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
|---------------------------------|---|--|--|--|---|---|
| | | | 8 February 22 March 10 May 19 July 6 September 18 October | 9 February 22 March 11 May 20 July 7 September 19 October | 1 March 19 April 31 May 9 August 27 September 8 November | 18 March 7 May 17 June, 29 July 9 September 22 October 2 December |
| MTG # | Responsible Officer/Area | Topic/Action/ Responsibility | Materials Due 2 wks prior to meeting | Materials Due 2 wks prior to meeting | Materials Due 2 wks prior to meeting | Materials Due 2 wks prior to meeting |
| MEETING 1 – 1 March 2021 | | | | | | |
| 1 | Chairperson/Secretariat/ Colleges/Other Areas (x 3 per annum) | College on a Pedestal and Hot Topics Schedule for 2021 | | | (1/21) March | |
| 1 | DVC Students | Hot Topics presentation – Micro-credentialing update | | | (1/21) March | |
| 1 | College Dean | College on a Pedestal Presentation – | | | (1/21) March | |
| 1 | Director, Planning, Performance and Analytics(PPA) | Policy Status Report 2021 – Key Academic Policies Under Review | (1/21) February | (1/21) February | (1/21) March | |
| 1 | Director, PPA Chairperson | Comprehensive Course Review Report – 2020 | | | (1/21) March | |
| 1 | Director, PPA | Accreditation (Professional) of Courses and/or Disciplines Status Report and Division Certification. | (1/21) February | | (1/21) March | |
| 1 | Internal Auditor | Internal Audit Core Assurance Work | | | | |
| 1 | Secretariat | Schedule of Business 2021 and Membership List | | | (1/21) March | |
| 1 | Chairperson and Minutes Secretary | Annual Report on the Operations of the Academic Board | | | (1/21) March | (1/21) March |
| 1 | DVCs, GRS and Directors Academic Quality and Strategy (DAQS) DTES/DTHM | Triennial Report on compliance with the requirements of Honours Assessment and Postgraduate Coursework Awards Policy (Due March 2021) | | | (1/21) March | |
| 1 | Secretariat | Confidentiality Provisions | | | (1/21) March | |

| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
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| 1 | Director, Student Services Manager CIMS | Summary of Course Changes – Annual Report (including Summary of subjects with Low Enrolments) | (1/21) May | | (1/21) May | |

MEETING 2 – 19 April 2021

| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
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| 2 | Dean LTSE | Hot Topics presentation – Summary of Indicators and trends – (Quality Indicators for Learning and Teaching) | | | (2/21) April | |
| 2 | Secretariat | College on a Pedestal 2020 / 2021 Schedule finalised – Part B | | | (2/21) April | |
| 2 | Dean of College | College on a Pedestal – Professor Stephen Boyle Dean, College of Law, Business and Governance | | | (2/21) April | |
| 2 | Director, PPA | KPIs and PIs – Annual Acquittal Report for Previous Year | (2/21) March | (2/21) March | (2/21) April | |
| 2 | Director of Student Services | Student Complaint Management Report – 2020 | (2/21) March | | (2/21) April | |
| 2 | JCU Singapore Abhishek Bhati | JCUS Academic Committee Report for SP52 and SP53 2020 | | | (2/21) April | |
| 2 | Director and Manager, International Compliance | Annual Update Report of the International Entry Standards Committee (IESC) | (2/21) March | | (2/21) April | |
| 2 | Director, PPA Chairperson | Report on University Delegations – Governance and Management (include Register) – Annual Review of updates | (2/21) March | | (2/21) April | |

MEETING 3 – 31 May 2021

| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
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| 3 | Provost Dean, Research | Hot Topic presentation – Excellence in Research for Australia (ERA) Review and companion exercise – Engagement and Impact Assessment | | | (3/21) May | |
| 3 | Dean of College | College on a Pedestal – Professor Lee Stewart Dean, College of Healthcare Sciences | | | (3/21) May | |
| 3 | Director, International | JCU College Annual Report | | | (3/21) May | |
| 3 | Manager, Admissions and Curriculum Information – CIMS | Academic Calendar/JCU Academic Calendars and Study Period Important Dates – standard and JCU Online (inc Keypath) 2022 – 2025 | (3/21) May | | (3/21) May | |

| MEETING 4 – 9 August 2021 | | | | | | |
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| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
| 4 | Vice Chancellor Ryl Harrison / Larissa Siliezar | Hot Topic presentation – Student well-being: prevention of sexual assault and sexual harassment | | | (4/21) August | |
| 4 | Secretariat | College on a Pedestal – to be advised | | | (4/21) August | |
| 4 | Planning, Performance and Analytics | 2021 Quality Indicators for Learning and Teaching (QILT) Highlight Report | (4/21) July | | (4/21) August | |
| | ChAB/DVS Students Planning, Performance and Analytics/Provost | University Plan – Academic Component – Annual Review/Acquittal with QILT data (if required) | | | (4/21) August | |
| 4 | Director, PPA | Academic Board – 2021 Performance Measures – KPIs (Key Performance Indicators) and PIs (Performance Indicators) – Mid-Year Results | | | (4/21) August | |
| 4 | DVC Students | Student Advisory Forum Report | (4/21) July | | (4/21) August | (5/21) September |

| MEETING 5 – 27 September 2021 | | | | | | |
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| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
| 5 | Chief of Staff | Hot Topic presentation – Academic Freedom / Freedom of Speech – Higher Education Environment | | | (5/21) September | |
| 5 | Dean of College | College on a pedestal – to be advised | | | (5/21) September | |
| 5 | Chairperson/Secretariat | Hot Topic – Schedule for 2022 – prioritised list of ‘hot topics’ | | | (5/21) September | |
| 5 | Provost Office | Learning and Teaching Third Parties (Keypath and Career Ahead) | (5/21) September | | (5/21) September | |
| 5 | Graduate Research School | Postgraduate Research Experience Questionnaire (PREQ) Report | | (5/21) September | (5/21) September | |
| 5 | Dean LTSE/Chairperson of Academic Board | Revised Charter of Responsibilities for Academic Quality and Governance | (5/21) September | | | |
| 5 | JCU Singapore Abhishek Bhati | JCUS Academic Committee Report (SP 51 of 2010) | | | (5/21) September | |

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| 5 | Secretariat/Chairperson | New Members – Deputy Chair/Quality Role/Scholarship and Teaching and Learning) | | | (5/21) September | |
| 5 | Secretariat | Membership List | | | (5/21) September | |

MEETING 6 – 8 November 2021 (MEETING IN THE ROUND – SEND OUT INVITES TO ALL STAFF)

| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
|---|---|--|----------------------------|---------------------------|-----------------------|-----------------|
| 6 | Dean LTSE / Nick Emtage | JCU 2020 Retention Presentation | (6/21) October | | (6/21) November | |
| 6 | Dean LTSE | YourJCU Survey Results for Student Experience of Learning and Teaching (SELT) and Institutional Performance | (6/21) October | | (6/21) November | |
| 6 | Chairperson/Secretariat | Hot Topics and College on a Pedestal – 2022 Schedule | | | (6/21) November | |
| 6 | University Secretary | Meeting Dates 2022 | (6/21) October | (6/21) October | (6/21) November | |
| 6 | Secretariat | Schedule of Business 2022 | (6/21) October | (6/21) October | (6/21) November | |
| 6 | Provost DVCs of Divisions | Hot Topic presentation – Regional, Rural and Remote Education Strategy and implications for JCU | | | (6/21) November | |
| 6 | Dean of College | College on a Pedestal Presentation – to be advised | | | (6/21) November | |
| 6 | DVC Students Dean, LTSE | Annual review of Subject Outline Guide and Subject Outline Template | (6/21) October | | (6/21) November | |
| 6 | Quality Planning and Analytics | KPI and PIs review for 2020 – Proposed Targets for 2021 | | | (6/21) November | |
| 6 | DAQS / Director of PPA / DVC Students | Annual Review of Subjects with Low Enrolments Report | (6/21) October | | (6/21) November | |
| 5 | Directors of Academic Quality and Strategy DTES/DTHM | College Distribution of Grades Report 2019 next one due in 2021 assessment committee – Annual – COGNOS data | (6/21) October | | (6/21) November | |
| 6 | HR and the Divisions Chairperson and Director Human Resources | Academic Performance Development Framework – Provost Professional Development report (SSP other) | (6/21) October | | (6/21) November | |
| 6 | JCU Singapore Abhishek Bhati | JCUS ACC Report (SP 51 of 2020) | | | (6/21) November | |
| 6 | Secretariat | Membership List updated for 2020 | | | (6/21) November | |
| 6 | Chairperson and Secretary | Annual review of the Academic Board Charter | | | (6/21) November | (7/21) December |

| Regular/Ad Hoc Items | | | | | | |
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| | | | EDUCATION COMMITTEE | RESEARCH COMMITTEE | ACADEMIC BOARD | COUNCIL |
| | Executive Officer | Vice Chancellor's Report | | | Each meeting | |
| | DVC Students Office / Education Committee | Chair of Education Committee Report | | | Each meeting | |
| | Provost/Cttee Officer | Chair of Research Committee Report | | | Each meeting | |
| | Chairperson | Chairperson of Academic Board Report | | | Each meeting | |
| | Committee Officers | Minutes of Sub-Committees (Ed Cttee/Res Cttee) and JCU Singapore Academic | | | Each meeting | |
| | Graduate Research School | Awards of Doctor of Philosophy | | | Each meeting | |
| | DTHM | Academic Offerings – New Course DTHM | | | As they arise | |
| | DTES | Academic Offerings – New Course DTES | | | As they arise | |
| | DTHM | Academic Offerings – Course/Major/Minor Amendments DTHM | | | As they arise | |
| | DTES | Academic Offerings – Course/Major/Minor Amendments DTES | | | As they arise | |
| | Secretary/Chairperson/ Executive | Academic Board Membership / Appointments / Inductions | | | As they arise | |
| | Relevant Officer | Policy Reviews / Amendments / New and Academic and Students Delegations Register | | | As they arise | |
| | Relevant Officer | Working Groups Updates <ul style="list-style-type: none"> • Micro-credentialing and Short Courses Working Group • Mental Health Strategy Working Group Curriculum Deadline • Academic Performance and Development Framework (APDF) Implementation updates • Engaged Curriculum procedure/ run in parallel with Comprehensive Course Reviews (part of TEQSA 7 year review matrix) (will see if this is incorporated with the Comprehensive Course Review) • Pathways Learning and Teaching Committee • YourJCU Survey Working Group | | | As they arise | |
| | Division of Student Life – Director, Student Services | Calendar Working Group | | | As they arise | |
| | Chairperson | Academic and Student Delegations Register | | | As they arise | |