

ACADEMIC BOARD AND ITS SUB-COMMITTEES – SCHEDULE OF BUSINESS and STANDING ITEMS FOR 2025

			CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
<i>Reports should be developed around the demonstration of alignment with the respective HESF – effective use of cover sheets and summaries will provide assurance of meeting the standard. Whilst some additional evidence maybe required to show enhancement of JCU performance in meeting the HESF, generally these reports should focus explicitly on demonstration of each element of the standard (as was done for the TEQSA renewal of registration Self-assessment tool).</i>			12 February 19 March 14 May 25 June 13 August 22 October	10 February 17 March 12 May 23 June 11 August 20 October	11 February 18 March 13 May 25 June 12 August 21 October	25 February 14 April 2 June 21 July 22 September 10 November	20 March 9 May 26 June 21 August 10 October 4 December

MEETING 1 – 24 February 2025

MTG #	RESPONSIBILITY	HESF Assurance reports	MATERIALS DUE 2 WEEKS PRIOR TO MEETING (Bold indicates for action, non-bold indicates for noting in part B)				
1	Policy Officer	Annual Policy Status Report (6.3.1d)	1/25	1/25	1/25	1/25	
1	AssocDir Policy&Standards	TEQSA Audit Preparation Report	1/25	1/25	1/25	1/25	1/25
1	DVCA	Annual Comprehensive Course Review Report (5.3.1/2/3/4)	1/25			1/25	
1	Mgr Curr&Accreditation	Professional Accreditation of Courses &/or Disciplines – Status Report	1/25			1/25	
1	Mgr Curr&Accreditation	2024 Summary of Curriculum Changes – Annual Report	1/25			1/25	
1	Dean EDQS	YourJCU Survey Performance – 2024 Report [Student Experience of Learning and Teaching (SEST) (5.3.5/6/7)]	1/25	1/25		1/25	
1	Chairperson / Secretariat	Annual Report on the Operations of the Academic Board (6.1.1, 6.2.1.e-k, 6.3)				1/25	1/25
1	Mgr Curr&Accreditation	2024 Course Approval, Accreditation & Curriculum Changes – Annual Report (5.1)	1/25			1/25	
1	Dean GRRD	HDR Research Training 2024 Report (4.2)			1/25	1/25	

MEETING 2 – 14 April 2025

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
2	AssocDir Adm&Compliance	ESOS and CRICOS Annual Report	2/25	2/25	2/25	2/25	
2	Internal Auditor	Internal Audit Core Assurance Work <i>report</i> (6.1.3a/b/c)				2/25	
2	AssocDir Adm&Compliance	Representation, Information for students (7.1,7.2 7.3.2)		2/25		2/25	
2	AssocDir Adm&Compliance	Admissions Report – Domestic and International (1.1)		2/25		2/25	
2	Director, SS&S	Annual Student Matters Report (2.4)		2/25	2/25	2/25	

MEETING 3 – 2 June 2025

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
3	Dean EDQS, Director SS&S	Retention/Progression/ Completion Report (1.3) (including Diversity and Equity 2.2.2 and 2.2.3)		3/25		3/25	
3	Dean EDQS, DirEstate, CDO, DeanCASE	Facilities and Infrastructure Report (including Technology Enhanced Learning and LT/SX Innovations Evaluation) (HESF s3.3, s6.3.2f)		3/25		3/25	
3	DVCA, DVCE, DVCR and CoS	Relevant Performance Measures and Academic Key Risk Indicator Reporting (6.2.b)	3/25	3/25	3/25	3/25	
3	Dean EDQS	Coursework Academic Integrity Report for 2024 (5.2)		3/25	3/25	3/25	
3	Dean EDQS	Mental Health, Wellness and Safety report (2.3)		3/25	3/25	3/25	
3	DVCA	Staffing qualification report 2024 (3.2)	3/25			3/25	
3	DVCR	2024 Research Performance Report (4.1)			3/25	3/25	

MEETING 4 – 21 July 2025

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
4	Dean EDQS, Dean GRRD	Learning Outcomes & Assessment/Course Performance Review Summaries Report 2025 (1.4, 5.3.3)	4/25		4/25	4/25	
4	Dean GRRD	Postgraduate Research Experience Questionnaire (PREQ) Report (5.3.5/6/7)			4/25	4/25	
4	CoS	Foreign Interference – Compliance Requirements (6.2.1a)			4/25	4/25	
4	Director SS&S	Qualifications and Certification report (1.5)		4/25		4/25	
4	Dean EDQS	Educator Professional Development Report (3.2)		4/25		4/25	

MEETING 5 – 22 September 2025

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
5	Dean EDQS	Annual Third Parties/WIL Report (JCUB, Keypath and TNE) (5.4)	5/25			5/25	
5	Dean EDQS	JCU Student Progression, Retention, & Completion Campus Trend Report 2024 (5.3.4a)	5/25			5/25	
5	Director SS&S	Credit and RPL Report 2024 (1.2)		5/25		5/25	
5	DVCR/Director RIS	Research Integrity Report for 2024 (5.2)			5/25	5/25	
5	Dean EDQS	2024 Quality Indicators for Learning and Teaching (QILT) Report – actions and improvements (5.3.5/6/7)	5/25			5/25	

5	Chairperson AB	New version: Academic Quality and Governance (6.1.3b, 6.3.2b)	5/25	5/25	5/25	5/25	
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MEETING 6 – 10 November 2025 *(MEETING IN THE ROUND – SEND OUT INVITES TO ALL STAFF)*

MTG	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
6	CAB, CoS	Academic Key Risk Indicators – Proposed Targets for 2026 (6.3.1)	6/25	6/25	6/25	6/25	
6	Dean EDQS	Review and improvement of assessment/grading methods report (5.3.4b)	6/25			6/25	
6	Dean EDQS	LT/SX Innovations Evaluation Report (6.3.2f)		6/25		6/25	
6	Dean EDQS	Orientation and Transition Annual Report (1.3)		6/25		6/25	
6	Dean EDQS	Subject Preparedness Report and 2026 Subject Outline Template (1.3.2/3, 3.3.4)		6/25		6/25	
6	CAB, DVCs, Policy Officer	Annual review of Academic and Student Sub-Delegations Register (Governance and Management)	6/25	6/25	6/25	6/25	

GOVERNANCE MATTERS

	RESPONSIBILITY	TOPIC / ACTION	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
1	Secretariat	Confidentiality Provisions - JCU Council, Council Committees, Controlled Entity Directors and Nominee Directors of Non-Controlled Entities	1/25	1/25	1/25	1/25	1/25
5	CAB, Secretariat	2026 Meeting Dates				5/25	
6	CAB, Secretariat	Academic Board 2026 Schedule of Business <i>(note, reflects SoB of CC, EC and RC)</i>	6/25	6/25	6/25	6/25	
6	CAB, Secretariat	Review Academic Board Charter				6/25	6/25

REGULAR / AD HOC ITEMS

	RESPONSIBILITY	TOPIC / ACTION	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL
	Executive Officer	Vice Chancellor's Report				Each meeting	
	DVCA	Chair of Curriculum Committee Report				Each meeting	
	DVCE	Chair of Education Committee Report				Each meeting	
	DVCR	Chair of Research Committee Report				Each meeting	
	CAB	Chairperson of Academic Board Report				Each meeting	
	Secretariat	Minutes of Sub-Committees (CC, EC & RC)				Each meeting	
	GRS	Awards of Doctor of Philosophy				Each meeting	
	Relevant Officers	Policy Reviews / Amendments / Disestablishments				As they arise	
	Dean EDQS	Academic Offerings – New Course				As they arise	
	Dean EDQS	Academic Offerings – Course/Major/Minor Amendments				As they arise	
	Chairperson / Secretariat	Academic Board Membership / Appointments / Inductions				As they arise	
	DVCE	Student Education Advisory Committee Action Register				As they arise	
	CAB	Confidence and Commercial-in-Confidence – Tertiary Education Quality Standards Agency Risk Assessment				Every 2 years (2026)	
	CAB, DVCs	Strategic Initiatives updates				As they arise	
	CoS	Report on University Delegations – Governance and Management (include Register) – Annual Review of updates				As they arise	
	Chair CCRC	Comprehensive Course Reviews				As they arise	
	Secretariat/CAB	Hot Topics				As required	
	Secretariat/CAB	College on a Pedestal				As required	