

2025 CURRICULUM COMMITTEE SCHEDULE OF BUSINESS							
DESCRIPTION OF CURRICULUM COMMITTEE ACTIVITIES	1-25	2-25	3-25	4-25	5-25	6-25	Responsible Officer
Matters listed in Academic Board Schedule of Business							
1. 2024 Course Approval, Accreditation & Curriculum Changes – Annual Report (HESF 5.1)	•						Manager CMA
2. Annual Policy Status Report (HESF 6.3.1d)	•						Policy Officer
3. Risk Register				•		•	
4. International Students trends - ESOS and CRICOS Annual Report			•				Ass Director Admissions & Compliance
5. Staffing qualification and PDP report 2024 (HESF 3.2)			•				Ass Dir. Policy & Standards
6. Review and improvement of assessment/grading methods report (HESF 5.3.4b)				•			Ass Dir. Policy & Standards
7. Academy Course Performance Report Action Plan 2024 – Acquittal					•		Dean EDQS
8. Learning Outcomes & Assessment/2025 (HESF 1.4)					•		Dean EDQS
9. JCU Student Progression, Retention, & Completion Campus Trend Report 2024 (HESF 5.3.4a)					•		Dean EDQS Director SS&S
10. Annual Third Parties/WIL Report (JCUB and Keypath) (HESF 5.4)					•		EO Educ; EO Academy
11. Relevant Performance Measures and Academic Key Risk Indicator Reporting (HESF 6.2.b) and Academic Key Risk Indicators – Proposed Targets for 2026 (HESF 6.3.1)						•	TBA
Regular Items							
1. Report from Chair of Curriculum Committee	•	•	•	•	•	•	
2. Course Design/Annual Accreditation (Professional) of Courses and/or Disciplines Status Report and Division Certification (HESF 3.1)	•	•	•	•	•	•	
3. Comprehensive Course Reviews	•	•	•	•	•	•	
4. English Language	•	•	•	•	•	•	
5. College Subject Proposals	•	•	•	•	•	•	
6. Academy Proposals	•	•	•	•	•	•	
7. Articulation Agreements/Schedules	•	•	•	•	•	•	
Governance Matters							
1. Confidentiality Provisions – JCU Council, Council Committees, Controlled Entity Directors and Nominee Directors of Non-Controlled Entities	•						
2. Review of Terms of Reference (required every 2 years)	•						
3. Curriculum Committee – Membership 2025		•					
4. Schedule of Business 2025		•					
5. Meeting Dates 2026						•	

Note - the Schedule of Business only deals with routine reports and regular items. Any *ad-hoc* or additional items requiring the consideration of the Committee may be submitted at any time or scheduled as they arise.