ACADEMIC BOARD AND ITS SUB-COMMITTEES – SCHEDULE OF BUSINESS and STANDING ITEMS FOR 2024

	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
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).	28 February 27 March 30 April 29 May 26 June 27 August 25 September 23 October 27 November	29 January 18 March 7 May 24 June 12 August 21 October	6 February 19 March 8 May 25 June 20 August 15 October	26 February 15 April 3 June 22 July 16 September 11 November	**Council Dates:** 14 March 10 May 20 June, 1 August 12 September 25 October 5 December

MEETING 1 – 26 February 2024

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)	**0/24**	1/24	1/24	**1/24**
1	DVCA	Annual Comprehensive Course Review Report (5.3.1/2/3/4)	**0/24**			**1/24**
1	DVCA	Course Design/Annual Accreditation (Professional) of Courses and/or Disciplines Status Report and Division Certification (3.1)	**0/24**			**1/24**
1	DAPQ	YourJCU Survey Performance – 2023 Report [Student Experience of Learning and Teaching (SEST) (5.3.5/6/7)	**0/24**			**1/24**
1	Chairperson / Secretariat	Annual Report on the Operations of the Academic Board (6.1.1, 6.2.1.e-k, 6.3)				**1/24**
1	Manager Curriculum & Accred	2023 Course Approval, Accreditation & Curriculum Changes – Annual Report (5.1)	**0/24**			**1/24**

MEETING 2 – 15 April 2024

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
2	Dir Marketing	International Students trends - ESOS and CRICOS Annual Report	2/24	2/24	2/24	**2/24**	
2	Internal Auditor	Internal Audit Core Assurance Work *report (6.1.3a/b/c)*				**2/24**	
2	Student Services/Director Marketing	Representation, Information for students (7.1,7.2 7.3.2)		**2/24**		**2/24**	
2	Director, SS	Annual Student Matters Report/Student Grievances, Complaints and Appeals report (2.4)		**2/24**		**2/24**	

MEETING 3 – 3 June 2024

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
3	Dir Marketing	Admissions Report – Domestic and International (1.1)		3/24		3/24	
3	Dean GRS	HDR Research Training 2023 Report (4.2)			3/24	3/24	
3	DVCA, DVCE, DVCR and CoS	Relevant Performance Measures and Academic Key Risk Indicator Reporting (6.2.b)	4/24	3/24	3/24	3/24	
3	DVCA	Staffing qualification and PDP report 2023 (3.2)	4/24			3/24	
3	DVCE/DVC IERC	Diversity and Equity report (2.2) including trends for retention, progression, and completions for equity groups (1.3.5)		3/24		3/24	
3	DVCR	2023 Research Performance Report (4.1)			3/24	3/24	
3	Director SS	Credit and RPL Report 2023 (1.2)		3/24		3/24	
3	Dean CEE/Director Library	Learning resources/Learning Environment/Technology Enhanced Learning Update/ LT/SX Innovations Evaluation Report (3.3, 2.1, 6.3.2f)		3/24		3/24	
2	Student Matters / Dean CEE	Coursework Academic Integrity Report for 2023 (5.2)		3/24		3/24	

MEETING 4 – 22 July 2024

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
4	Director APQ, Dean GRS	Learning Outcomes & Assessment/Course Performance Review Summaries Report 2024 (1.4, 5.3.3)	5/24		4/24	4/24	
4	DAPQ	JCU Student Progression, Retention, & Completion Campus Trend Report 2023 (5.3.4a)	5/24			4/24	
4	DVCA/DAPQ	2023 Quality Indicators for Learning and Teaching (QILT) Report – actions and improvements (5.3.5/6/7)	5/24			4/24	
4	Dean GRS	Postgraduate Research Experience Questionnaire (PREQ) Report (5.3.5/6/7)			4/24	4/24	
4	CoS	Foreign Interference – Compliance Requirements (6.2.1a)			4/24	4/24	
4	DCEE	Mental Health, Wellness and Safety report (2.3)		4/24		4/24	
4	DSS	Qualification and Certification Graduation report (1.5)		4/24		4/24	

(Academic Board - 2024 Schedule of Business)

MEETING 5 – 16 September 2024

MTG #	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
5	Director APQ	Annual Third Parties/WIL Report (JCUB, Keypath and TNE) (5.4)	**6/24**			**5/24**	
5	DVCR/Director RIS	Research Integrity Report for 2023 (5.2)			**5/24**	**5/24**	
5	Chairperson AB	Review of Charter of Responsibilities for Academic Quality and Governance (6.1.3b, 6.3.2b)	6/24	5/24	5/24	**5/24**	
5	Dean CEE, Director SS	Annual Orientation/Transition/Subject Preparedness Report and 2025 Subject Outline Template (1.3.2/3, 3.3.4)		**5/24**		**5/24**	

MEETING 6 – 11 November 2024 *(MEETING IN THE ROUND – SEND OUT INVITES TO ALL STAFF)*

MTG	RESPONSIBILITY	HESF Assurance reports	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
6	CAB, CoS	Academic Key Risk Indicators – Proposed Targets for 2025 (6.3.1)	**8/24**	**6/24**	**6/24**	**6/24**	
6	DVCA/DAPQ	Review and improvement of assessment/grading methods report (5.3.4b)	**8/24**			**6/24**	

REGULAR / AD HOC ITEMS

RESPONSIBILITY	TOPIC / ACTION	CURRICULUM COMMITTEE	EDUCATION COMMITTEE	RESEARCH COMMITTEE	ACADEMIC BOARD	COUNCIL / VCC
Executive Officer	Vice Chancellor's Report				Each meeting	
DVCA	Chair of Curriculum Committee Report					
DVCE	Chair of Education Committee Report				Each meeting	
DVCR	Chair of Research Committee Report				Each meeting	
CAB	Chairperson of Academic Board Report				Each meeting	
Committee Officers	Minutes of Sub-Committees (CComm, EdComm, and ResComm) and JCU Singapore Academic Committee				Each meeting	
GRS Team	Awards of Doctor of Philosophy				Each meeting	
Director APQ	Academic Offerings – New Course				As they arise	
Director APQ	Academic Offerings – Course/Major/Minor Amendments				As they arise	
Chairperson / Secretariat	Academic Board Membership / Appointments / Inductions				As they arise	
Relevant Officer	Policy Reviews / Amendments / New and Academic and Students Sub-Delegations Register				As they arise	

	DVCE	Academic Calendar Advisory Committee Action Register				As they arise
	DVCE	Student Education Advisory Committee Action Register				As they arise
	Relevant Officer	Working Groups Updates TEQSA re-registration working group				As they arise
	CAB	Academic and Student Sub-Delegations Register (Governance and Management)				As they arise
	CAB	Confidence and Commercial-in-Confidence – Tertiary Education Quality Standards Agency Risk Assessment				As they arise (Every 2 years, 2024)
	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

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