

Review of Academic Committee ¹: Implementation Plan 2011-2012

Implementation Timeframe:

The proposed implementation timeframe is 1 July 2011. Council will consider the Review Report and the revised constitution of Academic Committee at its March 2011 meeting. A detailed timeframe for revision of committee constitutions is set out in Appendix 1.

	Recommendation	Implementation strategies	Accountability	Timeline	Progress
01	That Academic Committee act as a major forum for discussion and debate of strategic issues of University wide importance.	<p>A. Small working group of Academic Committee members to meet in December to draft out a workplan:</p> <ol style="list-style-type: none"> 1. 1 or 2 specific high level tasks out of Academic Plan 4 for Academic Committee 2. 1 or 2 specific high level tasks out of Research Plan for Academic Committee 3. Allocation of tasks to the Standing Committees 4. Identify appropriate topics for presentations and discussions re the external environment and strategic issues <p>B. Academic Committee review its list of delegations to allow more procedural matters to be dealt with independently by its standing committees, freeing up Academic Committee's agenda for strategic issues.</p>	DVC (A) <i>In conjunction with Deputy Chair, & Secretary, AC & Academic Registrar</i>	<p><i>Start February 2011</i></p> <p><i>Review effectiveness of approach September 2012 in preparation for 2013</i></p> <p><i>February 2011</i></p>	A Work plan meeting is scheduled on 22 March 2011
02	That Academic Committee and its major subcommittees explicitly align their work with the University's Strategic Plan and supporting documents.	As above, Academic Committee and its subcommittees identify a work plan and allocate themselves specific tasks connected to the relevant strategic and operational plans.	DVC (A) <i>In conjunction with Chairs & Secretaries, Academic Committee, LTC, IAC, PC, BGR & RC. Academic Registrar</i>	<p><i>Start February 2011</i></p> <p><i>Review effectiveness of approach October 2012 in preparation for 2013</i></p>	A Work plan meeting is scheduled on 22 March 2011

¹ *Review of Academic Committee Griffith University*, August 2010, Emeritus Professor Andrew Lister
Presented to Executive Group on 8 September, to Academic Committee on 16 September and to University Council on 7 March 2011

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03	That Academic Committee and its subcommittees more effectively discharge their assigned roles in quality assurance by paying more attention to the Review-Improve parts of the quality cycle.	<p>A. Academic Committee develop annually (February) in conjunction with relevant stakeholders a schedule of required data, its source, the format in which it is to be delivered, the deadlines for data delivery and the relevant sub-committee for review processes.</p> <p>B. Academic Committee to establish clear delegations as to which Committee is responsible for the reviewing of data and reports and making recommendations regarding improvement plans associated with particular review processes</p> <p>C. Each Committee in reviewing the data identify an area in which a 'stocktake' is to be undertaken to identify improvements that could be made and implemented.</p> <p>D. Each Committee to report to Academic Committee annually its achievements in the Review-Improve parts of the quality cycle.</p>	DVC (A) <i>In conjunction with Chair, AC Deputy Chair, AC Academic Registrar Director, FBS Dean (Student Outcomes) & Director, GIHE</i>	<p><i>Start to implement Feb 2011</i></p> <p><i>Review February 2012</i></p>	Data requirements to be requested at the scheduled Work plan meeting on 22 March 2011
04	That the Chair of Academic Committee implement procedural changes as suggested in this report, including changes to the structure and order of the agenda, introduction of an annual work plan, and reversion to face to face meetings.	<p>A. Identify suitable venues at the Nathan and Gold coast campuses for Academic Committee meetings so that all meetings are conducted face-to-face.</p> <p>B. Increased size of the committee with all members located at one venue requires procedural changes in distribution of papers, increased use of digital documents through TeamPlace, documents for discussion data projected or used through iPads or similar</p> <p>C. Redevelopment of agenda template – order, number and naming of Sections as per Appendix 4.</p> <p>D. Outcomes of strategic discussions to be minuted with a resolution</p> <p>E. Annual workplan as set out in implementation strategy for recommendation 1.</p>	DVC (A) <i>In conjunction with Secretary, Academic Committee & Academic Registrar</i>	<p><i>March 2011</i></p> <p><i>July 2011</i></p> <p><i>January 2011</i></p> <p><i>January 2011</i></p> <p><i>January 2011</i></p>	<p>A. Council Chambers – Nathan and Gold Coast campuses have been booked</p> <p>B. Initial consultation has commenced with INS & HRM</p> <p>C. Changes to the structure and order of the agenda were made from the 5/2010 meeting (September)</p> <p>D. Implemented from 7/2010 meeting</p> <p>E. A Work plan meeting is scheduled on 22 March 2011</p>

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05	<p>That the membership of Academic Committee be amended to include all Heads of School, three academic staff elected from each Group, two undergraduate students, one postgraduate coursework student and one postgraduate research student. See also section 9.3 on Student representation</p>	<p>NOTE: Recommendation 5 in its current form it is not inclusive of academic staff not aligned with an Academic Group, as a result it is recommended that the provision for elected academic staff in the current Academic Committee constitution be retained.</p> <p>Recommendation 5 requires the election of a different number and distribution of students to that currently provided for in Academic Committee's constitution, so an Academic Committee election process will be initiated after Council adopts Academic Committee's revised constitution in March.</p> <p>Recommendation 5 also results in an increase in size for the Academic Committee from its current 53 to 70. Campus Life will advise on seating configurations in the existing Council Chambers at Nathan and Gold Coast to accommodate the Committee's larger size.</p> <p>A. Revisions to be made to Academic Committee's constitution. B. Revised constitutions to be considered by Academic Committee and the Council. C. New venues booked – current meeting spaces too small D. New members appointed and student members elected E. Revised Induction Program to be developed for new members.</p> <p>Post Council 1/2011, the following approach to appointing the new membership will be implemented: 1/ For members who have terms expiring 31 December 2011, their membership will continue through to the end of the year,</p>	<p>DVC (A) <i>In conjunction with Secretary, Academic Committee, & Academic Registrar</i></p>	<p><i>Drafting begins Oct 2010</i></p> <p><i>AC Dec 2010 Council March 2011</i></p> <p><i>July 2011</i></p> <p><i>July 2011</i></p>	<p>A. & B Revised Academic Committee constitution (2010/0011607) approved at 1/2011 Council (7/3/2011).</p> <p>C. Council Chambers – Nathan and Gold Coast campuses have been booked from 2011 in consultation with the Committee Chair & HRM</p> <p>D. Elections to be held and appointments to be made after Council meeting in March 2011</p> <p>E. Revised induction program developed and first session held prior to 17 February AC meeting. Further amendments will be made in light of Council approval of revised constitution and membership.</p>

		2/ Elected staff who have terms expiring 31 December 2012 will continue to that date. 3/ The call for nominations to fill positions expiring at the end of this year, will go out in August/September (usual timing for University Committee elections) to seek to fill positions from 1 January 2012, in accordance with the terms of the revised constitution.			
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06	That the constitution of the Programs Committee be amended to include a role in monitoring the performance of programs from a University perspective, and that it perform this role by considering Annual Program Review and Improvement Reports and Five Year Program Review Reports of programs considered to be performing poorly. See also section 9.3 on Student representation	<p>A. Revisions to be made to Program's Committee's constitution.</p> <p>B. Programs Committee already has this responsibility through the role prescribed for it in <i>Program Planning, Development, Approval & Review process</i></p> <p>C. Revised constitution to be considered by Academic Committee</p> <p>D. On the basis of program performance as assessed through these two processes Programs Committee already has the authority as described in <i>Program Planning, Development, Approval & Review process</i> to reduce a program's accreditation period until improvements have been made.</p> <p>E. Reports are generated from the Program Management System as to programs with reduced and/or extended accreditation periods and/or conditions imposed by external accreditation authorities.</p>	DVC (A) <i>In conjunction with Chair PC & Secretary PC</i>	<p><i>October/November 2010</i></p> <p><i>December 2010</i></p>	Revised Programs Committee Constitution (2010/0011309) approved by Academic Committee (7/2010 December) and implemented from 1 January 2011.
07	That the functions of the Board of Graduate Research be amended to include the monitoring of postgraduate research outcomes from a University perspective.	<p>A. This is a new committee and it is proposed that the functions be reviewed after 12 months of operation.</p> <p>Note: the intent is already captured in the recently revised student progression and publication policy.</p>	DVC (R) <i>In conjunction with Chair & Secretary, Board of Graduate Research</i>	<i>Start to implement Feb 2011</i>	The Board of Graduate Research (BGR 7/2010) endorsed Review Report recommendations. BGR commented that, 'University perspective' has been understood as pertaining to the University and its KPIs as a whole, rather than individual elements.

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08	That significant advice provided by Research Committee to the Deputy Vice-Chancellor (Research) be also reported to Academic Committee.	A. Deputy Vice Chancellor (Research) to report such matters under <i>Items from Subcommittee Reports</i> B. Significant advice of this nature to be clearly identified in the minutes of the Research Committee and highlighted in the Academic Committee agenda.	DVC (R)	<i>From September 2010</i>	Research Committee (5/2010) noted this recommendation. Agenda has been amended from September 2010 meeting to incorporate Research Committee advice.
09	That the functions of the Learning and Teaching Committee be amended as described in this report.	A. Revisions to be made to LTC constitution. B. Revised constitution to be considered by Academic Committee	DVC (A) <i>In conjunction with Chair & Secretary, LTC</i>	<i>October/November 2010</i> <i>December 2010</i>	Revised LTC Constitution (2010/0011561) approved by Academic Committee (7/2010 December) and implemented from 1 January 2011.
10	That the Learning and Teaching Committee be chaired by the Deputy Vice-Chancellor (Academic).	A. Revisions to be made to LTC constitution. B. Revised constitution to be considered by Academic Committee	DVC (A) <i>In conjunction with Chair & Secretary, LTC</i>	<i>October/November 2010</i> <i>December 2010</i>	Progress as above for Recommendation 9
11	Recommendation 11 That the membership of the Learning and Teaching Committee be <ul style="list-style-type: none"> o the Chair (the Deputy Vice-Chancellor (Academic)) o one Dean (Learning and Teaching) from each Group o one academic staff member from each Group, appointed by the PVC o one undergraduate student and one coursework postgraduate student o the Dean, Student Outcomes and Director, GIHE o the Director, INS (Learning and Teaching) o the Chair of Programs Committee o the Chair of the Assessment Committee o the Chair of the Educational Excellence Committee. See also section 9.3 on Student representation	A. Revisions to be made to LTC constitution. B. Revised constitution to be considered by Academic Committee Note: A consequence of deleting the Chair of SOEC as a member of LTC is the Academic Registrar is no longer a member. It is recommended that the Academic Registrar continue to be a member of LTC (Ex officio).	DVC (A) <i>In conjunction with Chair & Secretary, LTC</i>	<i>October/November 2010</i> <i>December 2010</i>	Progress as above for Recommendation 9 LTC (5/2010) supported the inclusion of the Academic Registrar on its membership.

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12	That the functions of the Educational Excellence Committee be amended to emphasise and more clearly define its operational role, and that the membership be <ul style="list-style-type: none"> o the Chair, nominated by the Deputy Vice-Chancellor (Academic) o the Dean (Student Outcomes) and Director, GIHE or nominee o two academic staff members from each Group, appointed by the PVC o one undergraduate student and one coursework postgraduate student. 	A. Draft revisions to be made to EEC constitution. B. Draft revised constitution to be considered by L&T Committee	DVC (A) <i>In conjunction with Chair & Secretary EEC</i>	<i>October/ November 2010</i> <i>November/ December 2010</i>	The 7/2010 Learning and Teaching Committee endorsed revised Educational Excellence Committee constitution (2010/0011562) and implemented after endorsement from Academic Committee (December) from 1 January 2011.
13	That in mid-2011, Academic Committee reconsider membership of the Assessment Committee, particularly membership by the Deans (Learning and Teaching), Director of Student Administration, the Head of the Secretariat and the Director INS (Learning and Teaching).	A. A self-review of the Assessment Committee's effectiveness and membership be undertaken in the first half of 2011. B. Review progress on the development and implementation of a revised assessment framework.	DVC (A) <i>In conjunction with Chair & Secretary Assessment Committee</i>	<i>July 2011</i>	The 7/2010 Learning and Teaching Committee meeting approved the revised University Assessment Committee constitution (2010/0010256) with implementation from 1 January 2011.
14	That the Academic Registrar, in consultation with the Chair of the Assessment Committee, determine how best to meet the Committee's needs for administrative and professional support.	A. At the direction of the Academic Registrar the Head of Secretariat is currently providing drafting support to the Assessment Committee and the Student Academic Integrity Co-ordinator is the Committee Secretary. B. At the direction of the Academic Registrar the Head of the Secretariat is currently engaged with INS in identifying, developing and/or adapting systems to support a number of assessment related business processes. A. Continuation of this level of support will be reviewed by the Academic Registrar in July 2011.	Academic Registrar <i>In conjunction with the Head of the Secretariat and Director, Student Administration.</i>	<i>July 2011</i>	Progress as above for Recommendation 13 Administrative and professional support needs have been considered in conjunction with the review of the Committee's constitution and will be re-assessed in 2011.

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15	That the Student Orientation and Engagement Committee be disestablished, that the organisation of the University's orientation program be delegated to a working party of stakeholders convened by the Dean (Student Outcomes), and that the Dean (Student Outcomes) report to the Learning and Teaching Committee on any strategic issues which emerge.	<ul style="list-style-type: none"> A. Draft revision of the committee diagram for Academic Committee and its sub-committee to exclude SOEC B. Advise the members that the Committee is being disestablished and thank them for their contributions. C. DVC (A), Academic Registrar to liaise with Dean (Student Outcomes) and Director, GIHE about key stakeholders in the University's orientation program to determine the membership of the working party. D. Above group to clarify the University's expectations of the working party in terms of delivery of an orientation program. E. Dean (Student Outcomes) and Director, GIHE to convene working party to manage and oversee implementation of 2012 orientation program. 	<p>DVC (A) <i>In conjunction with Secretary, Academic Committee & Academic Registrar</i></p> <p>DVC (A) <i>In conjunction with Academic Registrar and Dean (Student Outcomes) and Director, GIHE</i></p>	<p>November 2010</p> <p>July 2011</p>	<p>26 October 2010 meeting of the Student Orientation and Engagement Committee endorsed this recommendation.</p> <p>The 7/2010 (6 December) meeting of Learning and Teaching Committee (and Academic Committee – December 2010) disestablished the Student Orientation Engagement Committee from 31 December 2010.</p> <p>Initial discussions have taken place between the DVC (Academic), Academic Registrar and Dean (Student Outcomes) and Director GIHE about the establishment of a working party to organise the University's orientation program.</p>
16	That the Learning Environment Committee be disestablished and that pedagogical issues relating to learning environments be considered by the Learning and Teaching Committee.	<ul style="list-style-type: none"> A. Revise the committee diagram for Academic Committee and its sub-committees to exclude Learning Environment Committee B. Advise the members that the Committee is being disestablished and thank them for their contributions. C. Amend Learning & Teaching Committee's constitution to ensure it covers a responsibility in relation to learning environments – physical and virtual 	<p>DVC (A) <i>In conjunction with Secretary, Academic Committee & Academic Registrar</i></p>	<p>November 2010</p> <p>July 2011</p>	<p>26 October 2010 meeting of the Learning Environment Committee endorsed this recommendation.</p> <p>The 7/2010 (6 December) meeting of Learning and Teaching Committee (and Academic Committee – December 2010) disestablished the Learning Environment Committee from 31 December 2010, and revisions to the Learning and Teaching Committee constitution to take effect from 1 January 2011.</p>

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17	That induction for new members of Academic Committee be conducted twice a year, and include not only procedural issues but also the roles of members in representing and communicating with their constituencies and contributing to debate.	<ul style="list-style-type: none"> A. Revised Induction Program to be developed B. Schedule two Induction sessions C. Virtual rooms for particular constituencies can be set up in TeamPlace where they are able to discuss or formulate responses to strategic issues on the Committee's agenda 	<i>Secretary, Academic Committee</i>	<i>Start December 2010 February 2011 & July 2011</i>	<ul style="list-style-type: none"> A. Induction program to revised for March 2011. B. Two induction sessions have been scheduled for 2011 – just prior to the March (held) and July 2011 meetings. C. Team place discussion boards are being developed for particular constituencies including student members; elected academic staff members, Heads of School, and Deans.

Appendix 1 –Activities for 1 January provisional implementation (subject to Academic Committee and Council approval of recommendations)

Activity	Date	Committee	
Consideration of Review Report and its Recommendations			
Each Committee receives 1. <i>Review of Academic Committee Report</i> 2. <i>Review Implementation Plan</i> 3. <i>Revised Diagram of Academic Committee & its Sub-Committees</i>	16 September	<i>Academic Committee</i>	Preliminary consideration of Report
	11 October	<i>Learning & Teaching Committee</i>	Endorses recommendations in relation to the disestablishment of its sub-committees: <ul style="list-style-type: none"> • Learning Environment Committee • Student Orientation & Engagement Committee
	12 October	<i>Research Committee</i>	
	13 October	<i>Health Group Board</i>	For comment
	14 October	<i>Student Orientation & Engagement Committee</i>	Last scheduled meeting for SOEC for 2010.
	14 October	<i>AEL Group Board</i>	For comment
	15 October	<i>SEET Faculty Board</i>	For comment
	20 October	<i>Board of Graduate Research</i>	
	22 October	<i>Programs Committee</i>	
	26 October	<i>Learning Environment Committee</i>	
	29 October	<i>Internationalisation Advisory Committee</i>	
	29 October	<i>GBS Group Board</i>	For comment
	22 November	<i>Educational Excellence Committee</i>	Revised constitution will also need to be considered at this meeting.
	22 November	<i>Assessment Committee</i>	

Revisions to Constitutions			
<i>All revised Constitutions</i>	8 December	<i>Executive Group</i>	
<i>Revised Constitution of Academic Committee</i>	9 December	<i>Academic Committee</i>	
	March 2011	<i>Council</i>	
<i>Revised Constitution of Learning & Teaching Committee</i>	6 December	<i>Learning & Teaching Committee</i>	
	9 December	<i>Academic Committee</i>	
<i>Revised Constitution of Programs Committee</i>	11 November	<i>Programs Committee</i>	
	9 December	<i>Academic Committee</i>	
<i>Revised Constitution for Educational Excellence Committee</i>	22 November	<i>Educational Excellence Committee</i>	
	9 December	<i>Academic Committee</i>	
<i>Formal Disestablishment of Learning Environment and Student Orientation and Engagement Committee</i>	9 December	<i>Academic Committee</i>	
Appointment of Committee Members			
<i>Appointment of Members to Academic Committee's sub-committees</i>	December to February	<i>Liaise with Group PVCs re academic staff member appointments Liaise with student organisations re student appointments</i>	
<i>Election of Student Members to Academic Committee for membership from 1 July</i>	February/March	<i>Liaise with Executive Officer (Council)</i>	