

2008 SUBMISSIONS TO FACULTY BOARD

By Committee

Academic Progress Committee	Membership Lists for approval
Board of Examiners	Reports from meetings <i>Each board of examiners may advise its faculty board on any matter relating to the method of assessment of candidates' performance</i> (subsection 7.1.4, Examinations Regulations)
Department Committees	<i>A report of the proceedings and decisions of each meeting held pursuant to this section shall be forwarded to the faculty board</i> (subsection 6.7, Part II, Faculties Regulations) List of Chief Examiners for the year List of Chief Examiners for the summer semester Department committees' meeting dates for the year
Equity and Diversity Committee	Reports from meetings, with recommendations for faculty initiatives <i>Annual Equity and Diversity Initiatives and Progress Report</i>
Faculty Discipline Committee	Annual report to Faculty Board in accordance with Statute 4.1
Faculty Education Committee	Report from meetings, with recommendations to approve new coursework scholarships, policies and other education strategy issues (including recommendations from QAACT) Biannual reports to UEC on policy compliance
Faculty Executive Committee	Minutes from meetings, Annual operational plan Any other academic recommendations for the Board's consideration
Faculty Research Committee	Report from meetings, with recommendations relating to research degrees, prizes and scholarships, and other research issues (including recommendations from RDC)
Graduate and Undergraduate Operations Committees	Reports with recommendations for approval of courses, units and prizes Biannual reports to UEC on course and unit development (recommendations on education policy and strategy should be directed to FEC)
HR Committees	Annual academic promotions report Reports of honorary appointments
Outside Studies Committee	Report of submitted staff members' written reports

Other Reports

Heads of Schools Gippsland, MUM and SA	Ongoing reports at every Faculty Board meeting
Dean's nominees at other Faculty Boards	Reports to Faculty Board when applicable
Members of Faculty Board	Please send items for agenda to the Secretary by the agenda closing date

Submission Deadlines

COMMITTEES	FB1/08	FB2/08	FB3/08	FB4/08	FB5/08	FB6/08	FB1/09
	18 February	14 April	2 June	4 August	29 September	10 November	
Academic Progress Committee						Membership List For approval	
Board of Examiners							
Department Committees	2008 list of CEs 2008 meeting dates					Summer list of CEs	2009 list of CEs 2009 meeting dates
Equity and Diversity Committee	Report ED6/07	Report ED1/08 Annual Report	Report ED2/08	Report ED3/08	Report ED4/08	Report ED5/08	Report ED6/08
Faculty Discipline Committee	Annual Report						
Faculty Education Committee	Report FEC6/07	Report FEC1/08	Report FEC2/08 C&U Deadlines	Report FEC3/08	Report FEC4/08	Report FEC 5/08 C&U Deadlines	Report FEC 6/08
Faculty Executive Committee	Minutes	Minutes	Minutes	Minutes	Minutes Operational Plan	Minutes	Minutes
Faculty Research Committee	Report FRC7/07	Report FRC1/08	Reports FRC2&3/08	Report FRC4/08	Report FRC5/08	Report FRC6/08	Report FRC7/08
Graduate and Undergraduate Operations Committees	Reports 1/08 C&U Deadlines	Reports 2/08	Reports 3/08 C&U Deadlines	Reports 4/08	Reports 5/08	Reports 6/08 C&U Deadlines	Reports 1/09 C&U Deadlines
HR Committees						Academic Promotions Report	
Outside Studies Committee						Report of received staff members' reports	
Board of Examiners	Semester 2/07 reports	Summer reports		Semester 1/08 reports	Winter reports		Semester 2/08 reports
Department Committees	2008 CEs 2008 meeting dates					Summer CEs	

Course and Unit Development Deadlines – prepared by the Curriculum Data Team

Endorsement Bodies	Approval Bodies	Deadlines
GOC & UGOC 1/08	FB1/08 Collaborating faculty boards in double degrees	Absolute final date for changes to be submitted for <i>2009 PG Course Guides</i> Last date for submitting new courses for <i>VTAC Guide</i>
	FB2/08	
QAACT 1/08 (entry requirements or course rules) FEC 2/08 (New course business case proposals, course viability review recommendations) GOC & UGOC 3/08	FB3/08 Collaborating faculty boards in double degrees UPS if course proposal of strategic significance	2009 course publication information submitted to DEST Final date for changes for the <i>2009 Postgraduate and Undergraduate Handbooks</i> <ul style="list-style-type: none"> • Changes – New and disestablished courses; course code; course title; change to credit points; course structure; professional accreditation; entry requirements; course objectives; collaborating faculty changes; course rules. • Changes – New and disestablished units; unit code; title; credit points; prerequisites; co-requisites; prohibitions; year level; teaching responsibility; owning organisation unit. • 2009 course publication information finalised for UG and PG handbooks. • <i>Callista</i> 2009 unit offerings finalised
	FB4/08	Final check of unit data before being extracted for 2009 handbook
	FB5/08	
QAACT 4/08 (entry requirements or course rules) FEC 5/08 (new course business case proposals) UGOC & GOC 6/08	FB6/08 Collaborating faculty boards in double degrees	Final date for changes to get into <i>VICTER 2010/VTAC Guide 2009</i> <ul style="list-style-type: none"> • Changes – New and disestablished courses, major studies; VCE prerequisites; selection mode; middle-band. Final date for changes to be submitted for <i>2009 UG and PG Course Guides</i> <ul style="list-style-type: none"> • Changes - New and disestablished courses; entry requirements; course code; course title; duration; campus of offering; intake; clearly-in ENTER scores; IB prerequisites.

For updates or correction of this document, please contact:

Renata Bernarde, Acting Manager Secretariat

Extension: 32497

Email: Renata.Bernarde@buseco.monash.edu.au