

## 2012 Academic Programs Committee Functions and Items of Business Schedule

Academic Programs Committee Functions	Item No.	Item of Business	Responsibility	Outcome	Mtg1 Feb	Mtg2 Apr	Mtg3 May	Mtg4 Jul	Mtg5 Oct	Mtg6 Nov
<b>1. To propose, monitor, and advise on academic standards relevant to all aspects of course and curricula design and development, as well as academic standards pertaining to all other aspects of academic programs within Deakin University.</b>	1.1	To consider reports from Faculties and other areas, seeking advice or proposing recommendations, on matters of course and curricula design and development, as required.	Faculties	To consider						
<b>2. To consider proposals for new higher education coursework awards and new vocational education and training awards in the context of other awards offered by the University and the requirements of the Australian Qualifications Framework and make recommendations regarding their approval on academic grounds to the Academic Board.</b>	2.1	Recommendations for approval of new courses on academic grounds for offer from: <ul style="list-style-type: none"> <li>• Trimester 2 2012 (APC 2/12, April)</li> <li>• Trimester 3 2012 (APC 3/12, May)</li> <li>• Trimester 1 2013 (APC 4/12, July)</li> </ul> in accordance with the Introduction and Discontinuation of Higher Education Courses procedure.	Faculty Boards	To consider and recommend to Academic Board		X	X	X		
	2.2	List of all course approvals considered by the Committee in 2012 to date.	Executive Officer	To consider and report to Academic Board						X
<b>3. To propose guidelines for and monitor the annual and five-yearly academic course reviews and course revisions conducted by faculties.</b>	3.1	2012 VET Course re-approval schedule pursuant to clause 7 Vocational Education and Training Courses Approval procedure.	DeakinPrime	To receive		X				
	3.2	Reports regarding the 2011 major course reviews and prepare a consolidated annual report in accordance with clause 17, Reviews and Revisions of Higher Education Courses procedure.	Faculty Boards, Chair, Executive Officer	To consider and report to Academic Board		X				

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	3.3	Annual reports regarding revisions to Higher Education Award Courses and VET Courses, in accordance with clause 31, Reviews and Revisions of Higher Education Courses procedure.	Faculty Boards, Chair, Executive Officer	To consider and report to Academic Board		X				
	3.4	Aggregated annual reports on 2011 annual course reviews from Faculty Boards, in accordance with clause 5-6, Reviews and Revisions of Higher Education Courses procedure.	Faculty Boards, Chair, Executive Officer	To consider and report to Academic Board			X			
	3.5	Aggregated annual reports from Faculties on new or continuing courses that have undergone a review by a professional accreditation body in the previous twelve months, in accordance with clause 26-27, Reviews and Revisions of Higher Education Courses procedure.	Faculty Boards, Chair, Executive Officer	To consider and report to Academic Board				X		
	3.6	2013 Major Course Review Schedule, in accordance with clause 12, Reviews and Revisions of Higher Education Courses procedure.	Faculties, Executive Officer	To receive					X	
<b>4. To initiate, review and monitor compliance with relevant legislation, policies and procedures, and oversee their implementation including the Academic Policy Framework and, specifically, the Courses and Programs section of that framework</b>	4.1	Academic Board's academic policy development and review schedule for 2012, noting any policy work for which the Committee is responsible and establishing a strategy and schedule for the completion of the Committee's policy responsibilities for 2012.	Executive Officer	To receive and consider	X					
	4.2	2011 Host Faculty VET Compliance report pursuant to the Vocational and Educational Training operational policy.	Faculty Board	To consider and report to Academic Board		X				
	4.3	Report from the major course review audit team regarding its audit of the processes and documentation associated with one 2012 major course review per Faculty, in accordance with clause 18, Reviews and Revisions of Higher Education Courses procedure.	APC Audit Team	To consider and report to Academic Board						X
<b>5. To receive, consider and respond to reports from faculty boards in relation to quality improvements in academic programs.</b>	5.1	To consider reports from Faculty Boards as required.	Faculty Boards	To consider and report to Academic Board						

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### Other items

Item in Agenda	Item No.	Responsibility	Outcome	Mtg1 Feb	Mtg2 Apr	Mtg3 May	Mtg4 Jul	Mtg5 Oct	Mtg6 Nov
Report from the Chair on the outcomes of the 2011 Self Review of the Academic Board, and determine a plan for the implementation of any recommendations directed to the Committee. (NB: Due to the major review of Academic Board and its committees during mid 2011, there is no self review report for 2011.)	6.1	Chair, APC	To consider						
Self-review of the Committee in accordance with the process approved by the Academic Board.	6.2	Chair, APC	To consider						<b>X</b>
2013 Academic Programs Committee schedule of business.	6.3	Executive Officer	To consider Schedule of Business						<b>X</b>
2013 Academic Programs Committee schedule of meetings.	6.4	Executive Officer	To receive						<b>X</b>

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