

**Academic Board & Committees Meeting Schedule 2011 – Course proposals
(including deadlines for submission of papers)**

AB MEETING CYCLE	Program proposals - paper submission deadline	Research Higher Degrees Committee RHDC	Selection Procedures Committee SPC	Academic Programs Committee APC	Academic Board
1	17 January	10 February	7 February	4 February	24 February
2	1 March	23 March	21 March	18 March	7 April
3	12 April	11 May	2 May	29 April	19 May
4	9 May	„	6 June	10 June & 17 June	30 June
5	20 June	20 July	11 July	15 July	11 August
6	1 August		22 August	26 August	15 September
7	12 September	21 September	3 October	7 October	27 October
8	17 October	16 November	7 November	11 November	1 December

Submission of papers to Academic Board & Board committees:

Please note: All new course proposals require completion and approval of the Concept proposal prior to submission of the new course proposal to the Board. Major changes that have resource implications must also complete the concept proposal requirement.

1. Program and course proposals including, new courses, amendments to existing courses and major changes must be submitted by the dates listed in column 2. Those rows shaded in **red** are the deadlines for **external reporting, VTAC submission, or international marketing**.

Meeting cycle 1 (submission date 11 January): This is the deadline for any course requiring:

- VTAC inclusion for 2012
- New subjects and courses to be introduced in **semester 2, 2011** for– must meet this DEEWR reporting and publication deadline for compliance purposes before it can be offered
- International marketing. To ensure that courses are approved in time for the international marketing fairs it is recommended that courses be forwarded for the meeting cycle. .

Meeting cycle 4: (submission date 9 May). This is the deadline for:

- DEEWR reporting and publication deadline for 2012. Courses need to be submitted to meeting cycle 4 deadlines, at the latest, to allow faculties to make any required changes in a timely fashion for final sign off by the Board.
- Timetable: publication for 2012 (requires a 10 week 'build' period plus 3 week review/signoff by faculties to meet publication date in late October)
- Handbook inclusion and publication for 2012 in late October. As much of the handbook is a direct feed for the student system, it is preferred that new courses and major changes, to be introduced in 2012, go through this Board cycle to ensure timely upload of program details.

Note that any program changes/new programs, subject changes/new subjects that miss Meeting Cycle 4 are not guaranteed to meet these critical deadlines for 2012 and may not be able to be delivered in 2012.

2. All papers, other than course related papers, must be submitted to the relevant committee at least 10 working days before the meeting to allow for timely distribution and, therefore, sufficient time for members to consider the papers before the meeting.
3. Papers may only be tabled with the permission of the Chair, through the Secretary. Any tabled papers that require a decision may be held over until the following meeting.