

Academic Board Meeting Schedule 2009 (including deadlines for submission of papers)

MEETING CYCLE	Program proposals - paper submission deadline	Melbourne Model Committee MMC Friday 2.15pm	Selection Procedures Committee SPC Monday 2.15pm	Academic Programs Committee APC Friday 10am	Coursework Scholarships and Awards Committee CSAC Thursday 9.30am	Teaching and Learning Development Committee TALDEC Tuesday 2.15pm	Teaching and Learning Quality Assurance committee TALQAC Thursday 2.15pm	Academic Board Thursday 2.15pm
Meeting 1	(19 Dec 2008) 15 January	30 January	2 February	6 February	5 February	10 February	12 February	26 February
2	19 February	6 March	16 March	20 March	19 March	10 March	12 March	2 April
3	9 April	24 April	11 May	15 May		28 April	30 April	4 June
4	28 May	12 June	29 June	3 July	25 June	23 June	25 June	23 July
5	2 July	17 July	3 August	7 August	13 August	11 August	13 August	27 August
6	16 August	21 August	7 September	11 September		15 September	17 September	1 October
7	10 September	25 September	12 October	16 October	15 October	20 October	22 October	5 November
8	19 October	6 November	9 November	13 November		17 November	19 November	3 December
		4 December (if required)						

Submission of papers:

- Program and course proposals including, new courses, amendments to existing courses, major changes and quarterly reports must be submitted by the dates listed in column 2. Those rows shaded in **red** are the deadlines for **external reporting**.
 - Meeting cycle 1:** (submission date 15 January): This is the deadline for any course requiring VTAC publication or any new subjects and courses to be introduced for semester 2 2009, to meet the DEWRR publication date.
 - Meeting cycle 4:** Any submissions requiring DEWRR publication for 2010 must be submitted to meeting cycle 4, at the latest, to allow faculties to make any required changes in a timely fashion for final sign off by the Board. Program changes/new programs, subject changes/new subjects coming forward to meeting cycle 5 that require subsequent changes may not have those changes approved in time for publication. This deadline is also the deadline for timetabling.
 - Meeting cycle 5:** This is the last meeting cycle that will meet the deadline for handbook changes; it is too late for DEWRR reporting and timetable.
- 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. 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.
- Student Award proposals are considered by the Coursework Scholarships and Awards Committee (CSAC).