

## Academic Board Meeting Schedule 2010 (including deadlines for submission of papers)

MEETING CYCLE	Program proposals - paper submission deadline	Melbourne Model Committee MMC	Selection Procedures Committee SPC	Academic Programs Committee APC	Academic Board
Meeting 1	11 January	22 January	1 February	5 February	25 February
2	1 March	12 March	22 March	26 March	15 April
3	29 March	16 April	3 May	30 April	27 May
4	17 May	28 May	7 June	11 June	1 July
				2 July (if required)	
5	28 June	9 July	19 July	23 July	12 August
6	2 August	13 August	23 August	27 August	16 September
7	13 September	24 September	4 October	8 October	28 October
8	18 October	29 October	8 November	12 November	2 December

### Submission of papers:

1. 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, VTAC submission, international marketing**.

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

- VTAC inclusion for 2011
- New subjects and courses to be introduced in **semester 2, 2010** 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 17 May) This is the deadline for:

- DEEWR reporting and publication deadline for 2011. It is recommended that courses 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. Timetable: publication for 2011 (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 2011 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 2011, 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 2011.

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. 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.