ANNUAL AGENDA PLAN 2023 – SUMMARY

Note: A detailed Annual Agenda Plan 2022 is provided from page 4 onwards

	Reporting/Activity	Submitted By	Feb	Mar	May	July	Aug	Oct	Nov
1.	Report on TEQSA re-registration progress	DVC(A)	✔		✔		✔		✔
2.	Reports from Faculty Boards	Chairs, FBs	✔	✔	✔	✔	✔	✔	✔
3.	Annual report and half-yearly update on Student Misconduct and Discipline matters	Executive Manager ODVC(A) / Chair AS /DoS	✔				✔		
4.	Desk-top audit of Shared Academic Governance decisions	Chair AS					✔		
5.	Annual report from Academic Senate to Council	Chair AS	✔						
6.	Academic Year Plan (forward planning)	DVC(A)				✔			
7.	Proposals for new prizes and scholarships	DVC(A)	As required						
8.	International and Domestic PhD arrangements (including Cotutelle and joint PhD) approval requests	DVC(R) / PVC(GR)	✔	✔	✔	✔	✔	✔	✔
9.	International and Domestic PhD arrangements (including Cotutelle and joint PhD) annual report	DVC(R) / PVC(GR)	✔						
	Student Performance Reporting	PVC (GR) PVC (P&P) DVC(A)		✔	✔			✔	
10.	Research Student Performance Reporting								
11.	Annual Report re OUA								
12.	Report re Coursera and Global MBA								
13.	International cohort								
14.	Disability cohort								
15.	Indigenous cohort								
16.	Faculty cohorts								
17.	Pathways								
18.	Research Performance Reporting	DVC(R)			✔				
19.	Annual report on Research Integrity	PVC(RS)	✔						
20.	Annual report on Academic Integrity	DVC(A)				✔			
21.	Status report on policies under development and review	Director, GS	✔	✔	✔	✔	✔	✔	✔

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	Reporting/Activity	Submitted By	Feb	Mar	May	July	Aug	Oct	Nov
22.	Review of Recognition of Prior Learning Policy and Assessing Recognition of Prior Learning Applications Procedure	DVC(A) / PVC (L&T)							
23.	Review of Learning and Teaching Awards and Grants Policy and Procedure	DVC(A) / PVC (L&T)							
24.	Review of Special Consideration Policy and Procedure	DVC(A) / Dean of Students		✓	✓				
25.	Review of Admission Policy and Procedures, Course Transfer (Undergraduate Coursework) Policy and Procedure and development of policy on Exit Awards	DVC(A)/PVC(P&P)							
26.	Review of Curriculum Architecture Policy and Schedules	DVC(A)/PVC(P&P)							
27.	Review of PACE Activity Management Procedure	DVC(A) / PVC (L&T)		✓					
28.	Review of HDR Thesis Preparation, Submission and Examination Policy and Procedure, MRes Thesis preparation, Submission and Examination Procedure and HDR iThenticate Procedure	DVC(R) / PVC(GR)							
29.	Review of HDR Doctoral Equivalence Policy	DVC(R) / PVC(GR)							
30.	Introduction of Affiliation Policy	DVC(R) / PVC(PR&D)							
31.	Introduction of University Research Centres Policy and review of Faculty Research Centres Policy and Procedure	DVC(R) / PVC(PR&D)							
32.	Review of Macquarie University Code of the Responsible Conduct of Research and Macquarie University Research Code Complaints, Breaches and Investigation Procedure	DVC(R) / PVC (RP&D)							
33.	Review of Academic Senate Rules and Academic Senate and Academic Senate Committees Procedure	Chair AS Director, GS							
34.	Review of General Coursework Rules	PVC (P&P)							
35.	Review of Academic Promotion Policy and Procedure	VP (P&S)							
36.	Review of Award of Distinguished Professor Policy and Procedure	VP (P&S)							
37.	Review of Professor Emerita Emeritus Policy and Procedure	General Counsel							
38.	Post-implementation Review of Assessment Policy and Procedure	Chair SLTC / PVC (L&T)							

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	Reporting/Activity	Submitted By	Feb	Mar	May	July	Aug	Oct	Nov
39.	Post-implementation Review of Academic Integrity Policy	PVC (L&T)							
40.	Report on Implementation of Coursework Lifecycle Policy suite	PVC (P&P)							
41.	Determine requirements for the award of the University Medal	Chair UMC	✓	✓			✓		
42.	Report on the award of University Medal for 2022 comparative to previous years, with comment on equity and diversity issues where appropriate	Chair UMC	✓						
43.	Course of Study accreditation	Chair ASQC	As required						
44.	Course of Study monitoring – approval of thematic reviews	Chair ASQC	As required						
45.	Course of Study revision and reaccreditation	Chair ASQC	As required						
46.	Course of Study discontinuation	Chair ASQC	As required						
47.	Dispense with or suspend the General Coursework Rules, the Higher Degree Research Rules or the Higher Doctoral Degree Rules in any exceptional student case	Chair AS Chair FB	✓	✓	✓	✓	✓	✓	✓
48.	Report on implementation of recommendations regarding student members of governance committees	Chair FB Director, GS	✓						
49.	Election of Chair and Deputy Chair of Academic Senate	Director, GS		✓	✓				
50.	Thematic Review on Inherent requirements for courses with external accreditation (ASQC)	Deputy Dean (Education and Employability) FMHHS							
51.	Review of teach-out plans	Chair ASQC							
52.	Professional Development for Learning and Teaching	Chair SLTC / PVC (L&T)							
53.	Curriculum alignment (courses, units, assessment tasks/ learning outcomes)	Chair SLTC							

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ANNUAL AGENDA PLAN 2023 – DETAILED

Item No.	Authoritative Source *(i.e., Act, Rules, HES etc.)*	Reporting	Submitted/Approved By	Meeting Date	Status/Comment *(i.e., reporting requirement, status – completed, held over etc.)*
Academic Matters					
1.	HES Part B (Criteria for Higher Education Providers) ASR Part4, 9 (i) monitor and respond to the University's obligations as defined by internal and external regulatory requirements on academic and related matters	Report on TEQSA re-registration progress	DVC(A)	28 February 30 May 29 August 21 November	
2.	HES 6.3.2(d) maintaining oversight of academic and research integrity, including monitoring of potential risks. ASR Part 4, 9 (j) request, review and action reports from Faculty Boards, and non-academic units engaged in supporting academic matters and related activities of the University	Faculty Board reports	Chairs FB	28 February 28 March 30 May 25 July 29 August 10 October 21 November	
3.		Annual report and half-yearly update on Student Misconduct and Discipline matters	Exec Manager ODVC(A) / Chair AS	28 February 29 August	
4.	DOA [add reference]	Desk-top audit of Shared Academic Governance decisions	Chair AS	29 August	
5.	ASR Part 4, 9 (a) advise Council and the Vice-Chancellor on academic matters and related activities of the University	Annual report of Academic Senate to Council	Chair AS	28 February	

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6.	DOA 5.2 Academic Year Plan (forward planning) consultation (2025 dates)	Academic Year Plan submitted for consultation prior to approval by DVC(A)	DVC(A) / Chair AS	25 July	
7.	DOA 5.15 Determine conditions for university-wide prizes and scholarships except philanthropic scholarships	Proposals for new prizes and scholarships	DVC(A) / Chair AS	As required	
8.	DOA 7.9 Approve international and domestic PhD arrangements, including Cotutelle and joint PhD	International and Domestic PhD arrangements (including Cotutelle and joint PhD) approval requests	Chair RRTC / Chair AS	28 February 28 March 30 May 25 July 29 August 10 October 21 November	
9.		International and Domestic PhD arrangements (including Cotutelle and joint PhD) annual report	Chair RRTC / PVC (GR)		
10.	ASR Part 4, 9 (d) assure appropriate systems are in place to monitor quality of learning, teaching, research and research training, including monitor performance against institutional benchmarks HES 1.3 (Orientation and Progression) and 2.2 (Diversity and Equity), HES 5.4 (Delivery with Other Parties) and HES 6.3(2)(c)	Student performance report	PVC (L&T) / DVC(A)	28 March (2022 report) 30 May (overview) 10 October (overveiew)	
		Research student performance report	PVC (GR)		
11.		Annual Report re OUA	PVC (P&P)		
12.		Report re Coursera and Global MBA	Course Coordinator (MQBS)		

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13.		International cohort	DVC(A) / Macquarie International		
14.		Disability cohort report	Deans of Students / DVC(A)		
15.		Indigenous cohort report	DVC(A) / PVC (IS)		
16.		Faculty cohort reports	Deputy Dean (Education and Employability) of each Faculty		
17.		Pathways	PVC (P&P)		
18.	HES 4.1 (Research)	Research Performance Reporting Report on ERA – progress for progression/data	DVC(R) / PVC (RP&D)	30 May	
19.	HES 5.2 (Academic and Research Integrity) HES 6.3(2)(d) Maintaining oversight of academic and research integrity, including monitoring of potential risks	Report on research integrity	PVC (RS) / DVC(R)	28 February	
20.		Report on academic integrity	DVC(A)	25 July	
Policy					
21.	ASR Part 4, 9 (c) initiate, approve and rescind broad policy on academic matters	Status report on policies under development and review	Director, GS / Chair AS	28 February 28 March 30 May 25 July 29 August 10 October 21 November	

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22.	HES 1.1 (1) (Admission)	Review of Recognition of Prior Learning Policy and Assessing Recognition of Prior Learning Applications Procedure	DVC(A) / PVC (L&T)		
23.		Review of Learning and Teaching Awards and Grants Policy and Procedure	DVC(A) / PVC (L&T)		
24.	HES 1.3 (Orientation and Progression) HES 1.4 (Learning Outcomes and Assessment)	Review of Special Consideration Policy and Procedure	DVC(A)/ Dean of Students	28 March 30 May	
25.	HES 6.3(2)(a) (Academic Governance) monitoring and reviewing academic policies and their effectiveness *(also relates to HES 1.1 (Admission)*	Review of Admission Policy and Procedures, Course Transfer (Undergraduate Coursework) Policy and Procedure and development of policy on Exit Awards	DVC(A)/PVC(P&P)		
26.	HES 3.1 (Course Design)	Review of Curriculum Architecture Policy and Schedules	DVC(A)/PVC(P&P)		
27.	HES 3.1 (Course Design)	Review of PACE Activity Management Procedure	DVC(A) / PVC (L&T)	28 March	
28.	HES 4.2 (Research Training)	Review of HDR Thesis Preparation, Submission and Examination Policy and Procedure, MRes Thesis preparation, Submission and Examination Procedure and HDR iThenticate Procedure	DVC(R) / PVC(GR)		

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Item No.	Authoritative Source (i.e., Act, Rules, HES etc.)	Reporting	Submitted/Approved By	Meeting Date	Status/Comment (i.e., reporting requirement, status – completed, held over etc.)
29.	HES 4.2 (Research Training)	Review of HDR Doctoral Equivalence Policy	DVC(R) / PVC(GR)		
30.	HES 4.1 (3) (Research)	Introduction of Affiliation Policy	DVC(R) / PVC(PR&D)		
31.	HES 4.1 (3) (Research)	Introduction of University Research Centres Policy and review of Faculty Research Centres Policy and Procedure	DVC(R) / PVC(PR&D)		
32.	HES 4.1 (1) (Research)	Macquarie University Code of the Responsible Conduct of Research and Macquarie University Research Code Complaints, Breaches and Investigation Procedure	DVC(R) / PVC (PR&D)		
33.	HES 6.3 (Academic Governance)	Review of Academic Senate Rules and Academic Senate and Academic Senate Committees Procedure	Chair AS Director, GS		
34.	HES 3.1 (Course Design)	Review of General Coursework Rules	PVC (P&P)		
35.	HES 6.3.1(c) Academic Governance	Academic Promotion Policy and Procedure	VP (P&S)		
36.	HES 6.3.1(c) Academic Governance	Award of Distinguished Professor Policy and Procedure	VP (P&S)		
37.	HES 6.3.1(c) Academic Governance	Professor Emerita Emeritus Policy and Procedure	General Counsel		

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38.	HES 1.4 (Learning Outcomes and Assessment)	Post-implementation Review of Assessment Policy and Procedure	Chair SLTC / PVC (L&T)		
39.	HES 5.2 (Academic and Research Integrity) HES 6.3(2)(d) Maintaining oversight of academic and research integrity, including monitoring of potential risks	Post-implementation Review of Academic Integrity Policy	PVC (L&T)		
40.	HES 3.1 (Course Design)	Report on Implementation of Coursework Lifecycle Policy suite	PVC (P&P)		
41.	Delegations of Authority 5.22	Determine requirements for the award of the University Medal	Chair UMC	28 February 24 May 30 August	
42.	Clause 11, University Medal Committee Terms of Reference	Report on the award of University Medal for 2022 comparative to previous years, with comment on equity and diversity issues where appropriate	Chair UMC	28 February	
Curriculum					
43.	HES 3.1 (Course Design) ASR Part 4, 9 (f) approve the establishment, disestablishment and re-accreditation of a degree, diploma, certificate or other award courses offered by the University or through a third-party provider	Course of Study accreditation	Chair ASQC	As required	
44.		Course of Study monitoring – approval of thematic reviews	Chair ASQC	As required	

ACADEMIC SENATE (AS)

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45.	HES 3.1 (Course Design) ASR Part 4, 9 (g) approve changes to a degree, diploma, certificate or other award course offered by the University or through a third-party provider	Course of Study revision and reaccreditation	Chair ASQC	As required	
46.	ASR Part 4, 9 (f) approve the establishment, disestablishment and re-accreditation of a degree, diploma, certificate or other award courses offered by the University or through a third-party provider	Course of Study discontinuation	Chair ASQC	As required	
47.	ASR Part 4, 9 (h) dispense with or suspend the General Coursework Rules, the Higher Degree Research Rules or the Higher Doctoral Degree Rules in any exceptional student case	Saving cases submissions	Chair AS Chair FB	28 February 28 March 30 May 25 July 29 August 10 October 21 November	
Academic Senate Projects					
48.	HES 6.3 (Academic Governance)	Report on implementation of recommendations regarding student members of governance committees	Chair FB Director, GS	28 February	
49.	ASR (add clause)	Election of Chair and Deputy Chair of Academic Senate *for term from 1 July 2023 to 30 June 2025*	Director, GS	28 March 30 May	

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50.	HES 1.4 (Learning Outcomes and Assessment)	Inherent requirements for courses with external accreditation (ASQC)	Deputy Dean (Education and Employability), FMHHS		
51.	HES 3.1 (Course Design)	Review of teach-out plans	Chair ASQC		
52.	HES 3.2 3(b) (Staffing)	Professional Development for Learning and Teaching	Chair SLTC / PVC (L&T)		
53.	HES 1.4 (Learning Outcomes and Assessment) HES 3.1 (Course Design)	Curriculum alignment (courses, units, assessment tasks) Tracking students are meeting outcomes in a course	Chair SLTC		

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