|  |  |  |  |
| --- | --- | --- | --- |
| Meeting of:  | Academic Board | Meeting Date | Date of meeting |
| Item No. | Office Use |  Attachments: | Please insert number of attachments. |

# <Title> REPORT

## PURPOSE

Instructions In plain language, explain what the paper is about and what it is endeavouring to achieve, including whether the paper is being submitted for the information, approval, action, etc. This statement is generally 1 – 2 sentences in length, i.e. To provide the Academic Board with a quarterly update on <matter> for the period ended 30 September 2023.

## RECOMMENDATION

The Academic Board resolves to **note the <title > report AND/OR approve** the <action>.

## GOVERNANCE PROCESS

Instructions: add or remove governance bodies (committees/boards) as required as a row, in reverse order e.g. URC for courses with a research component, AQSC for procedures and policy. The right column should be empty until resolution and/or actions can be added from meetings. Add a faculty response to actions e.g. actions were completed. If the feedback is extensive, please add as an attachment.

|  |  |
| --- | --- |
| Consideration | Feedback/resolution and response |
| Academic Board ABYEAR/#DateThe Academic Board resolved to accept the <title> Report. |  |
| AQSC AQSCYEAR/#DateThe Academic Quality and Standards Committee resolved to endorse the <title> Report. |  |
| [Faculty] Faculty Board DateThe [Faculty] Faculty Board resolved to endorse the <title> Report. |  |

## EXECUTIVE SUMMARY

Instructions: A high-level summary of the key information, issues, and conclusions for consideration to allow members to rapidly understand the issue the paper addresses. This section should also clearly state any decision/advice that may be required, any recommendations for improvement and the desired outcomes of implementing that decision/advice or recommendation.

### BACKGROUND

Instructions: Provide details about the background of this proposal needed to inform the decision.

### STRATEGY / POLICY ALIGNMENT

Instructions: In this section specifically identify the objectives in the [Strategy](https://www.canberra.edu.au/about-uc/strategy/connected), University policy and/or [Higher Education Standards Framework](https://www.teqsa.gov.au/how-we-regulate/higher-education-standards-framework-2021) that this submission relates to. If the Committee is making a decision or recommendation in accordance with a Rule or policy, cite the approval authority here. Provide hyperlinks to the policy in the [UC Policy Database](https://www.canberra.edu.au/policies/) as appropriate. Complete if known or contact the Academic Governance Team for advice.

**RISKS, ISSUES AND ACTIONS**

Instructions: Analyse the major risks associated with the proposal and explain how these risks will be managed. Present this information using the following tablet. Refer to [UC Risk Matrix](https://www.canberra.edu.au/myuc-s/business-units/vc/resilience-management/risk-management/uc-risk-matrix-11-feb-2018-final.pdf) for risk ratings

**Risks**

For each potential risk, the table describes the risk, the associated risk ratings, the action(s) that will be taken by the faculty and the date for the review of whether the action(s) taken has had the expected outcome.

**Issues**

The table also identifies issues that have been identified. For each issue, the table describes the issue, the impact of the issue as a rating, actions that will be or have been taken by the faculty and the date for the review of whether the action(s) taken has had the expected outcome.

Instructions: Duplicate rows for each additional risk/issues identified

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Issue description** | **Current Risk Rating** | **Actions** | **Residual Risk Rating** |
| *Description and impact of risk or issue to quality of course and student experience*  | *Extreme, High, Medium, Low*  | *Description, timeframe, evaluation and status of risk management strategies or actions*  | *Extreme, High, Medium, Low*  |
| Description:      Impact:   |    | Description:    Timeframe for action:    Status:  Planned, In progress, Completed  [select status]Evaluation:     |    |

### Governance and Compliance

Instructions: Outline the governance implications of the proposal, including the adoption of appropriate internal risk management and compliance processes. Outline what KPIs and/or reporting back to the Academic Board or the Committee that will occur during and after implementation.

### Management Responsibility

Instructions: Identify the manager who will have responsibility for implementing the proposal as well as the executive who will overseeing the proposal on a day-to-day basis.

### Other Considerations

Instructions: Include here opinions or recommendations in seeking the advice of the Committee, Academic Board, or the Council. Remove this section if not required.

## ATTACHMENTS

Instructions: The memo should include all relevant information to make a decision. However, if further details are referenced in the memo and may be needed for decision-making, such as data, reports, and implementation plans, these should be included as an attachment. Attachments for interest only should not be included but may be linked from the body of the text to public sites.

It is important to send attachments as separate documents to be uploaded onto the Academic Governance Portal, where they can be kept unaltered for posterity.

1. Title of Attachment A
2. Title of Attachment B

|  |  |
| --- | --- |
| **Prepared by:** | **Submitted by:** |
| Name |  | Name |  |
| Position |  | Position |  |
| Date |  | Date |  |