



CHRISTIAN HERITAGE COLLEGE

POLICY: Boards of Studies Record of Meetings

Policy Group(s):	Group C: Administration – 1: Academic (Ref: C1/0296.1-0209; 0917)		
Related Policy:	Academic Governance Statement Course Development and Accreditation Course Review Internal Moderation of Unit Exit Results		
Commencement Date:	February 1996	Review Date:	Review - 2017 Scheduled Review - 2022

POLICY STATEMENT

Intent:

Christian Heritage College's (CHC) quality assurance framework ensures a continuous feedback cycle of review and improvement. Therefore, it is important that the discussions which occur at School Boards of Studies meetings and the decisions which proceed from them are recorded in a detailed and accurate manner, in order that any future reference to these discussions and decisions can be made. It is also important that each School Board of Studies be transparent in its processes and open to the committees to which it is accountable in the organisational structure.

Scope:

The Board of Studies of each School of Christian Heritage College (CHC).

Restrictions: Nil

Exclusions: Nil

Objectives:

1. To provide a record of meetings of the School Boards of Studies, including discussions of issues and the decisions which proceed from them, and feedback regarding the outcomes of these decisions.
2. To ensure the transparency of the processes which pertain to Boards of Studies meetings.
3. To ensure the accountability of the Boards of Studies to those committees which sit above it in the organisational structure of CHC.

Policy Provisions:

1. General

- 1.1. Each CHC School has a Board of Studies which is concerned with the academic processes of that School. These include but are not limited to:
 - 1.1.1. implementation of CHC policies in relation to courses offered by the School;
 - 1.1.2. consideration and development of new course initiatives, regular review and modification of existing courses, and recommendation to Academic Board on desirable course developments;
 - 1.1.3. development of accreditation and renewal of accreditation draft applications for courses offered

by the School for review by Academic Board within the parameters of the relevant policies.

1.1.4. The membership of the Board of Studies includes the full-time academic staff of the School and administrative staff.

1.1.5. Current fractional and sessional academic staff are invited to attend.

1.1.6. The Dean will normally act as the Chair of the Board of Studies.

2. Regularity of Meeting

2.1. Boards of Studies will meet at least four times per semester in Semesters 1 and 2, exceptions to the minimum number of meetings require approval of Academic Board.

2.2. The date of the first meeting of the Boards of Studies for each year will be negotiated by the Deans with School staff, with reference to issues such as annual leave, availability (for fractional and sessional staff) and the general CHC Meeting Schedule.

3. Record of Meeting

3.1. The role of Secretary will normally be performed by the School Administration Officer.

3.2. Minutes of meetings will promptly be made available to members of the Board of Studies.

4. Process of Meeting

4.1. The Secretary, in consultation with the Dean, will provide an agenda for each meeting of the Board of Studies.

4.2. The Secretary will keep minutes regarding Board of Studies discussions and outcomes.

4.3. The minutes of each Board of Studies meeting will be circulated to the members for approval prior to the next meeting.

5. Outcomes of Meeting

5.1. Minutes will include an *Action List* indicating responsibility for meeting business.

5.2. Reports regarding the implementation of decisions and/or actions which proceed from Boards of Studies meetings are brought to future meetings by the staff member(s) to whom responsibility for the decision and/or action was assigned at the relevant meeting.

5.3. If such a decision and/or action is within the scope of the duties and responsibilities of the Boards of Studies, the report tabled by the staff member is evaluated by the Boards of Studies and its outcomes are either accepted, or further action is recommended.

5.4. If such a decision and/or action is outside the scope of the duties and responsibilities of the Boards of Studies, it is referred to Academic Board, in the case of academic issues, or the CHC Executive, in the case of procedural issues.

6. Reporting

6.1. Deans will prepare quarterly reports for submission to the Academic Board.

7. Committees

7.1. The Boards of Studies will appoint the School Advisory Committee (SAC), Course Development Committee (CDC) and such other Committees or working parties as are considered necessary for the effective discharge of its functions

7.1.1. The Boards of Studies will advise Academic Board on the membership of all such groups and the provision of reports concerning the advice received by the School from any such Committees.

7.2. The Board of Studies also sits as the Board of Examiners.

Supporting Procedures and Guidelines:

1. Development of Meeting Agenda

- 1.1. Approximately one week before the next scheduled meeting, the Secretary will contact the members of the Board of Studies by email, calling for items to be submitted for the agenda.
- 1.2. Following the closing date for the submission of items, the Secretary will meet with the Dean to formulate the agenda, identifying those items which are for noting only, and those which are for discussion at the meeting.
- 1.3. The finalised agenda will be circulated to members of the Board of Studies via email at least one day prior to the meeting.

2. Recording of Meeting Minutes

- 2.1 During each meeting, the Secretary will make a record of the discussions which occur at the meeting and any decisions or actions which proceed from these discussions.
- 2.2 Following the meeting, the Secretary will construct a draft set of minutes, which will then be submitted to the Dean for perusal and comment.
- 2.3 Following any revisions suggested by the Dean, the Secretary will make available the minutes to the members of the Board of Studies and other relevant staff.
- 2.4 At the next meeting of the Board of Studies, the minutes of the previous meeting will be tabled, discussed, amended where appropriate and ratified as a true and correct record of the meeting.
- 2.5 Any amendments will be made by the Secretary following the meeting and a revised set of minutes for the relevant meeting will be made available to the members of the Board of Studies and other relevant staff.

3 Outcomes of Meeting

- 3.1 In cases where an issue is referred to one of these higher committees, the representative of the Board of Studies on the relevant committee (usually the Dean) will contact the Secretary of that committee to request that the issue be placed on the agenda of items for the next scheduled meeting.
- 3.2 At this meeting, the representative of the Board of Studies will provide a report regarding the basis of the issue and present it for discussion by the members of the committee.
- 3.3 This discussion, along with any decisions or actions required, and their subsequent outcomes, will be recorded in the minutes of the relevant higher committee.
- 3.4 Following the meeting of the relevant higher committee, the representative of the Board of Studies will provide a report to the next Board of Studies meeting regarding the higher committee's discussion of the issue and any decisions and/or actions which proceeded from it. This report, with any decisions or actions required, and their subsequent outcomes, will be recorded in the minutes of the Board of Studies meeting.

4 Reporting and Accountability

- 4.1 Deans of Schools will prepare quarterly reports regarding the academic decisions and outcomes of Boards of Studies' discussions for review by the Academic Board.
- 4.2 The report must include:
 - 4.2.1 members present
 - 4.2.2 agendas of meetings
 - 4.2.3 de-identified student data, if any
 - 4.2.4 resolutions/consensus

WHO SHOULD KNOW THIS POLICY?

Academic Registrar
 Deans of Schools
 Members of Boards of Studies
 Members of Academic Board
 School Advisory Committees

POLICY FURTHER INFORMATION

Relevant Commonwealth/State Legislation *Guidelines for the registration of non-self accrediting higher education institutions and the accreditation of their course(s)*

ACCOUNTABILITIES

Implementation: Deans of each School

Compliance: Academic Board

Monitoring and Evaluation: Academic Board

Development/Review: Director of Quality and Standards

Approval Authority: Academic Board

Interpretation and Advice: Academic Board

EFFECTIVENESS OF THIS POLICY

Performance Indicators:

- Number of requests made by the Academic Board to Schools regarding the submission of quarterly reports

Other Nil

Definitions and Acronyms:

CHC – Christian Heritage College

Dean – the head of the school administering a course, includes the Executive Director, Millis Institute.

School - the academic organisational units of CHC, includes the Millis Institute.

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
C1/0296.1	Yes	Feb 96	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0209	Approved	Feb 09	Academic Board	4.4
0917	Approved	Sept 17	Academic Board	5.1b