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## Academic Board Minutes Action Summary

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### Action required from the minutes of the Academic Board meeting held on Wednesday 10 December 2003

Item No.	Action	Responsibility
<b>5.2</b>	<b>Honours and distinctions</b>	
	Write to recipients congratulating them on their honours and distinctions.	Chair, Academic Board
<b>5.3.1</b>	<b>Academic Board Faculty Review Visits: Phase Two</b>	
	Note the revised <i>Guidelines for Academic Board Faculty Review Visits: Phase Two</i> , and the revised <i>Guidelines for preparing the self-evaluation reports of Academic Board Faculty Review Visits: Phase Two</i> .	Members, Academic Board
<b>5.3.2</b>	<b>Quality Assurance and Continuous Improvement Policy</b>	
	Note the <i>Quality Assurance and Continuous Improvement Policy</i> .	Members, Academic Board
<b>5.3.4</b>	<b>Issues for consideration in 2004</b>	
	Suggest issues for consideration in 2004.	Members, Academic Board
<b>5.3.6</b>	<b>Membership of the Academic Board</b>	
	Write to departing members thanking them for their contributions.	Chair, Academic Board
<b>9.1.2</b>	<b>Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine</b>	
	Recommend that Senate amend the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine.	Chair, Academic Board
<b>10.2.2</b>	<b>Standardisation of Credit Points for Undergraduate Units of Study</b>	
	Amend the Academic Board Resolutions: Creation, Variation and Deletion of Award Courses and Units of Study.	Secretary, Undergraduate Studies Committee
	Request faculties to review existing units of study in 2004 and report to the Academic Board through the Undergraduate Studies Committee on their intentions regarding standardisation to six credit points.	Chair, Undergraduate Studies Committee
	Meet with the Pro Vice-Chancellors (College) and the Registrar to discuss issues of resourcing arising from the recommended review of the units of study.	Chair, Academic Board

Item No.	Action	Responsibility
<b>10.2.3 (1)(a)</b>	<b>Proposals for New and Amended Courses - Faculty of Engineering: Bachelor of Engineering</b>	
	Note the approval of the deletion of the major in Management from the Bachelor of Engineering course.	Dean and Faculty Manager, Faculty of Engineering; Director, Student Centre
	Recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Engineering course.	Chair, Academic Board
<b>10.2.3 (1)(b)</b>	<b>Proposals for New and Amended Courses - Faculty of Engineering: Bachelor of Engineering/Bachelor of Arts, Bachelor of Engineering/ Bachelor of Commerce, Bachelor of Engineering/Bachelor of Laws, Bachelor of Engineering/Bachelor of Medical Science, Bachelor of Science/Bachelor of Engineering and the Bachelor of Engineering and Bachelor of Science Double Degree</b>	
	Note the approval of amended faculty requirements relating to the Bachelor of Engineering/Bachelor of Arts, Bachelor of Engineering/Bachelor of Commerce, Bachelor of Engineering/Bachelor of Laws and Bachelor of Engineering/Bachelor of Medical Science courses.	Dean and Faculty Manager, Faculty of Engineering; Director, Student Centre
<b>10.2.3 (2)(a)</b>	<b>Proposals for New and Amended Courses - Faculty of Architecture: Bachelor of Architecture</b>	
	Note the approval of the amended faculty requirements relating to the Bachelor of Architecture course.	Dean and Faculty Manager, Faculty of Architecture; Director, Student Centre
<b>10.2.3 (2)(b)</b>	<b>Proposals for New and Amended Courses - Faculty of Architecture: Bachelor of Design Computing</b>	
	Note the approval of the amended faculty requirements relating to the Bachelor of Design Computing course.	Dean and Faculty Manager, Faculty of Architecture; Director, Student Centre
<b>10.2.3 (2)(c)</b>	<b>Proposals for New and Amended Courses - Faculty of Architecture: Bachelor of Design in Architecture</b>	
	Note the approval of the amended faculty requirements relating to the Bachelor of Design in Architecture course.	Dean and Faculty Manager, Faculty of Architecture; Director, Student Centre
	Recommend that Senate amend the Resolutions of the Senate relating to the Bachelor of Design in Architecture course.	Chair, Academic Board
<b>10.2.3 (2)(d)</b>	<b>Proposals for New and Amended Courses - Faculty of Architecture: Bachelor of Design Computing, Bachelor of Design in Architecture</b>	
	Note the approval of the amended faculty requirements relating to the Bachelor of Design Computing; and Bachelor of Design in Architecture courses.	Dean and Faculty Manager, Faculty of Architecture; Director, Student Centre
<b>10.2.3 (3)</b>	<b>Proposals for New and Amended Courses - Faculty of Agriculture, Food and Natural Resources: Bachelor of Animal Science</b>	
	Note the approval of the amended faculty requirements relating to the Bachelor of Animal Science course.	Dean and Faculty Manager, Faculty of Agriculture, Food and Natural Resources; Director, Student Centre

Item No.	Action	Responsibility
<b>11.2.2 (1)</b>	<b>Proposals for new and amended courses - Faculty of Architecture: Postgraduate coursework courses</b>	
	Recommend that Senate rescind existing Resolutions and adopt revised Resolutions of the Senate relating to postgraduate coursework courses in the Faculty of Architecture.	Chair, Academic Board
<b>11.2.2 (2)(a)</b>	<b>Proposals for new and amended courses - Faculty of Arts: Graduate Certificate in HSC English Studies</b>	
	Recommend that Senate approve the introduction of the Graduate Certificate in HSC English Studies and the associated Resolutions of the Senate.	Chair, Academic Board
<b>11.2.2 (2)(b)</b>	<b>Proposals for new and amended courses - Faculty of Arts: Master of Arts (Research)</b>	
	Recommend that Senate approve the introduction of the Master of Arts (Research) and the associated Resolutions of the Senate.	Chair, Academic Board
<b>11.2.2 (2)(c)</b>	<b>Proposals for new and amended courses - Faculty of Arts: Master of Arts (Museum Studies)</b>	
	Note the approval of the amended faculty requirements relating to the Master of Arts.	Dean and Faculty Manager, Faculty of Arts; Director, Student Centre
<b>11.2.2 (2)(d)</b>	<b>Proposals for new and amended courses - Faculty of Arts: Master of Philosophy; Master of Letters; Master of Arts; Graduate Diploma in Arts</b>	
	Recommend that Senate amend the Resolutions of the Senate relating to the Master of Philosophy; Master of Letters; and Graduate Diploma in Arts.	Chair, Academic Board
	Note the approval of the amended faculty requirements relating to the Master of Arts.	Dean and Faculty Manager, Faculty of Arts; Director, Student Centre
<b>11.2.2 (3)</b>	<b>Proposals for new and amended courses - Faculty of Law: Master of Business Law</b>	
	Recommend that Senate approve the introduction of the Master of Business Law and the amendment of the associated Resolutions of the Senate.	Chair, Academic Board
<b>11.2.2 (4)</b>	<b>Proposals for new and amended courses - Faculty of Medicine: Master of Medicine (Ophthalmic Science); Graduate Diploma in Medicine (Ophthalmic Science); Master of Science in Medicine (Ophthalmic Science); and Graduate Diploma in Science in Medicine (Ophthalmic Science)</b>	
	Recommend that Senate amend the Resolutions of the Senate relating to the Master of Medicine; Master of Science in Medicine; Graduate Diploma in Medicine; and Graduate Diploma of Science in Medicine.	Chair, Academic Board

Item No.	Action	Responsibility
<b>11.2.2 (4)</b>	<b>Proposals for new and amended courses - Faculty of Science: Master of Medical Physics; and Graduate Diploma in Medical Physics</b>	
	Recommend that Senate approve the introduction of the Master of Medical Physics and Graduate Diploma in Medical Physics and associated Resolutions of the Senate.	Chair, Academic Board
<b>11.2.3</b>	<b>Postgraduate English Language Requirements</b>	
	Note the approval of the English language requirements relating to all postgraduate award courses.	Dean and Faculty Manager, Faculty of Architecture; Director, Student Centre; Director, International Office
	Note the approval of the English language requirements relating to the Master of Teaching.	Dean and Faculty Manager, Faculty of Education and Social Work; Director, Student Centre; Director, International Office
	Note the approval of the English language requirements relating to all postgraduate Physiotherapy courses.	Dean and Faculty Manager, Faculty of Health Sciences; Director, Student Centre; Director, International Office
	Update the policy <i>Postgraduate English Language Requirements</i> .	Secretary, Graduate Studies Committee
<b>11.3.2 (1)</b>	<b>Proposals for new and amended courses - Faculty of Arts: Master of Liberal Studies; Graduate Diploma in Liberal Studies; and Graduate Certificate in Liberal Studies</b>	
	Recommend that Senate approve the introduction of the Master of Liberal Studies; Graduate Diploma in Liberal Studies; and Graduate Certificate in Liberal Studies and associated Resolutions of the Senate.	Chair, Academic Board
<b>11.3.2 (2)</b>	<b>Proposals for new and amended courses - Faculty of Medicine: Master of Surgery; and Graduate Diploma in Surgery</b>	
	Recommend that Senate approve the introduction of the Master of Surgery; and Graduate Diploma in Surgery and associated Resolutions of the Senate.	Chair, Academic Board
<b>12.2.4</b>	<b>University Teaching and Learning Plan 2004-2006</b>	
	Note that the Academic Board endorsed the University Teaching and Learning Plan 2004-2006.	Pro Vice-Chancellor (Teaching and Learning)
<b>14.3</b>	<b>Membership of Central Promotions Committees: 2004</b>	
	Note the Academic Board approved the membership of the Central Promotions Committees 2004.	Secretary, Central Promotions Committee
<b>14.4</b>	<b>Elections to the Academic Board</b>	
	Liaise with faculties and Colleges to fill remaining casual vacancies.	Academic Board Office

<b>Item No.</b>	<b>Action</b>	<b>Responsibility</b>
<b>15.2.2</b>	<b>Academic promotions</b>	
	Recommend that the Senior Deputy Vice-Chancellor approve the revised promotions documents, endorsed by the Academic Board.	Chair, Academic Board
<b>15.2.3</b>	<b>Academic Board nominees on selection committees</b>	
	Note the information for Academic Board nominees on selection committees.	Members, Academic Board