



Academic Board Minutes Action Summary

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Action required from the minutes of the Academic Board meeting held on Wednesday 2 February 2005

Item No.	Action	Responsibility
4	Business Arising from Minutes	
	Arrange meeting with relevant Deans and the Chairs of the Graduate Studies and Undergraduate Studies Committees to discuss English language requirements and report back to the Academic Board on this matter.	Chair, Academic Board
5.1.2	Student Code of Conduct	
	Note the approval of the Student Code of Conduct, update the Policy On-line website, and communicate the policy.	Academic Board Officer
5.1.5	Electronic Distribution of Agenda Papers	
	Members to advise Academic Board officer if they wish to receive hard copies of the agenda.	Academic Board Members
5.2	Honours and distinctions	
	Write to recipients congratulating them on their honours and distinctions.	Chair, Academic Board
9.2.2	2004 Promotions Review	
	Note the approval of the introduction of a report template and instructions on voting to Faculty Promotions Committees.	Secretary, Academic Staffing Committee
9.2.3	Involvement of Professorial Staff in University Community	
	Note the approval of the amendment of relevant promotion forms to include a section where applicants for promotion to Level E positions would outline the increased role and responsibilities they envisaged taking on for their discipline and the wider University.	Secretary, Academic Staffing Committee
10.2	Semester and Vacation Dates 2007-2010	
	Note the approval of the semester and vacation dates for 2007-2010, update the Policy On-line website, and communicate the approved dates.	Academic Board Officer