

**EXECUTIVE COMMITTEE of the >>
 SCHOOL ACADEMIC COMMITTEE
 SCHOOL OF <<name of school in capitals**



<<Please keep everything below this line in 11 point Arial font; except for the Aganeda title which is to be in 12 point font>>.

The meeting will be held via electronic circulation. Responses are requested to be advised to <<Committee Chair/ Committee Secretary>> by <<time, and date>>.

For enquiries and response to business items, please email <<XXXXXX>> on (<<XXXX>>@uws.edu.au).

AGENDA for EMAIL CIRCULATION

1 PROCEDURAL MATTERS

1.1 Instructions

Members are requested to consider each of the items, and vote either for or against the recommendation by placing an **X** in the table, as shown below. The 'Comments' section is available if any amendments are required, or to provide information or request further discussion.

Example:

Item Recommendation	For <input checked="" type="checkbox"/>	Against <input type="checkbox"/>
Comment:		

Please email your response to [uws.edu.au](mailto:<<xxxx>>@uws.edu.au) by <<time, and date>>.

<<**Chairs:** note that a minutes report needs to be circulated and provided to the next meeting of the SAC. Note also that whilst the full face to face meeting agenda includes other procedural items, they're not practicable in email meetings.>>

<<For first meeting>>

1.2 Terms of Reference

Attachment

<<: You may attach:

- o the full Academic Senate Standing Committees Policy;
- o an extract (don't forget to indicate on the document you attach that the extract you use was taken from the University's Policy DDS and was current as at xyz date); or
- o provide the following URL (so that your committee can look it up and refer back at any time): <http://policies.uws.edu.au/view.current.php?id=00133#maj7> >>

<<For all subsequent meetings>>

1.2 Confirmation of Minutes

Attachment

Blurb re what is attached, and why. Eg: The unconfirmed minutes of the <<date>> meeting are attached for confirmation.

EC SAC So<<XXX '>> <<date>>: Item 1.2 Recommendation: that the unconfirmed minutes (as circulated) of meeting <<year then sequence number eg. 09/01>> << of the Executive Committee >> of the School Academic Committee-of the	For <input type="checkbox"/>	Against <input type="checkbox"/>
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School of, held on << date>>, be received as a true and accurate record.		
Comment:		

2 GENERAL BUSINESS

<< for each item>>

2.1 Review of results for XYZ session offering of unit/s <<XX>> (Can be recommended individually [if so repeat the format for each unit and recommendation] or as a group of named units)

Attachment

Blurb re what's attached and, if not fully identified within the recommendation below, to be considered. This may include request for feedback, why a proposal has arisen, what process is required, recommendation to another committee eg CBEAPC, etc.

EC SAC So<<XXX '>> <<date>>: Item 2.1 Recommendation: that the << name of>> Committee endorses the results for <<XYZ (eg Quarter 1 2009)>> session offering of unit/s <<XXX>>; and recommends them to the College Education, Assessment and Progression Committee for approval	For <input type="checkbox"/>	Against <input type="checkbox"/>
Comment:		

2.2 <<Title>>

egs:

Major variation to unit set : KT2019 – (Bachelor of Business and Commerce) Human Resource Management and Industrial Relations Key Program;

Attachment

Blurb re what's attached and, if not fully identified within the recommendation below, to be considered. This may include request for feedback, why a proposal has arisen, what process is required, recommendation to another committee eg CEAPC, etc. Course Data Management Officers can provide you with appropriate recommendations.

EC SAC So<<XXX '>> <<date>>: Item 2.2 Recommendation: that the << name of>> Committee endorses the major variation to unit set KT2019 – Bachelor of Business and Commerce Human Resource Management and Industrial Relations Key Program consisting of allocation of new code and restructure of core units to commence in Spring 2009 and recommends it to the College Education, Assessment and Progression Committee for endorsement. TRIM reference: D09/.....	For <input type="checkbox"/>	Against <input type="checkbox"/>
Comment:		

3 FOR INFORMATION

No voting boxes here please!

May list any terms of reference related school academic and standards based FYIs that are publishable. Eg; upcoming school activities.

4 NEXT MEETING AND CLOSE

4.1 The next meeting of the <<Executive Committee >> of the School Academic Committee- of the School of <<>>., is scheduled for....

4.2 **Close**
Thank you for your consideration of these items.