

AGENDA ITEMS FOR ACADEMIC BOARD AND ITS SUB-COMMITTEES

University Governance is committed to ensuring the quality of the information provided for consideration to the Academic Board and its sub-committees (Education Committee and Research & Higher Degrees Committee). Detailed information about each committee is located on the [University Governance webpage](#).

All agenda item requests must contain the following documentation and be emailed to universitygovernance@ecu.edu.au in the following format:

1. Committee Coversheet:

Coversheets are located on the University Governance webpage for each committee:

- a) [Academic Board](#)
- b) [Education Committee](#)
- c) [Research and Higher Degrees Committee](#)
- d) [Internationalisation Committee](#)

The coversheet is a template with guidance on the essential information that is required for all committees. Please ensure the coversheet is completed correctly to avoid any delays with submissions.

2. Supporting documentation

- The supporting documentation must be aligned to the content of the coversheet.
- Examples of supporting documentation:
 - new policy document and/or suite of policies under review with new or updated procedures;
 - curriculum proposals;
 - committee minutes; and
 - reports.
- Please submit revisions in tracked changes. This will ensure that committee members can consider the change.

For any further information or clarification on the submission of committee agenda items please contact universitygovernance@ecu.edu.au.