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| **New Australia ECU-logoCMYK** | **Academic Board Coversheet**  |
| **Meeting Date:** |  | **Item Number:** |
| DD MMM YYYY |  | Leave blank |
| **Title of Item/Paper:**  |
| The title of the issue the Board will be considering – in brief (this title will appear on the agenda) |
| **Purpose:** |
| Add here the purpose of submitting this paper for consideration – what do you want the Committee to do? (Needs to align with to the recommendation/s you are making to the Committee below) |
| **Staff member submitting the paper:** |
| Add the title and name of the person submitting the paper (not necessarily the same person speaking to the item at the meeting) |
| **Executive Officer:** |
| Mr Michael Anagno |
| **Clearance for Submission by:** | **Date:**  |
| Associate Professor Madeleine Ogilvie, Chair | Leave blank |
| **Support Material:** |
| Insert here the details of material/papers/memo you have provided for the Board to consider.  |
| **Key Contextual Points or Issues:** |
| * Use dot point format for adding information to explain the questions and issues pertaining to the matter under consideration. Explain why the Board should follow your recommendation/s.
* Outline impacts of the decision – positive and negative.
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| **Resource Implications:** |
| Insert details relating to budget and/or staffing implications of the matter you want the Board to consider. |
| **Deliberations/Consultations to Date:** |
| * Use dot points to list anyone who has been consulted in relation to the item under consideration, including any previous committees or working groups that have endorsed this proposal and referred it to this Committee.
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| **Next Steps in the Decision-Making Process:** |
| * If the recommendation (below) is for endorsement then insert the details of approval required following this meeting, e.g. Vice-Chancellor / University Council for approval.
* If unsure, ask the Executive Officer for advice.
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| **Summary of Proposed Recommendations:** |
| Academic Board to:1. NOTE, ENDORSE or APPROVE the proposed recommendations/title of paper; and (if appropriate)
2. REFER the proposed recommendations/title of paper to \_\_\_\_\_\_ for NOTING, ENDORSEMENT or APPROVAL.
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