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| **New Australia ECU-logoCMYK** | **Education Committee Coversheet**  |
| **Meeting Date:** |  | **Item Number:** |
| DD MMM YYYY |  | Leave blank |
| **Title of Item/Paper:**  |
| The title of the issue the Committee 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:**  |
| Professor Rowena Harper, Chair | Leave blank |
| **Support Material:** |
| Insert here the details of material/papers/memo you have provided for the Committee 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 Committee should follow your recommendation/s.
* Outline impacts of the decision – positive and negative.
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| **Resource Implications:** |
| Insert any details relating to budget and/or staffing implications of the matter you want the Committee to consider (if applicable) |
| **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. Academic Board for approval. In many cases (e.g. noting a report) this may be left as “N/A”
* If unsure, ask the Executive Officer for advice.
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| **Summary of Proposed Recommendations:** |
| Education Committee to:1. NOTE, ENDORSE or APPROVE the proposed recommendations/title of paper; and (if appropriate)
2. REFER the proposed recommendations/title of paper to Academic Board for NOTING, ENDORSEMENT or APPROVAL.
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