COMMITTEE NAME

MEETING X/XX – XX MONTH YEAR

**Agenda Item:** [Insert Number]

**Paper Title:** [Insert Title]

**Paper Type:** [For Decision], [For Discussion] OR [For Noting]

**Author:** [Insert Name and Title]

**Referring Sub-Committee:** [If applicable]

**HES Framework Domain:** [Insert the Domains that are relevant to this paper]

**Higher Education Standards Framework Domains**

|  |  |  |
| --- | --- | --- |
| **Domain 1 Student Participation and Attainment**  1.1 Admission  1.2 Credit and Recognition of Prior Learning  1.3 Orientation and Progression  1.4 Learning Outcomes and Assessment  1.5 Qualifications and Certification  **Domain 2 Learning Environment**  2.1 Facilities and Infrastructure  2.2 Diversity and Equity  2.3 Wellbeing and Safety  2.4 Student Grievances and Complaints | **Domain 3 Teaching**  3.1 Course Design  3.2 Staffing  3.3 Learning Resources and Educational Support  **Domain 4 Research and Research Training**  4.1 Research  4.2 Research Training  **Domain 5 Institutional Quality Assurance**  5.1 Course Approval and Accreditation  5.2 Academic and Research Integrity  5.3 Monitoring, Review and Improvement  5.4 Delivery with Other Parties | **Domain 6 Governance and Accountability**  6.3 Academic Governance  *[note – 6.1 and 6.2 are not in scope]*  **Domain 7 Representation, Information and Information Management**  7.1 Representation  7.2 Information for Prospective and Current Students  7.3 Information Management |

|  |  |
| --- | --- |
| **Draft Resolution:** | [This is primarily for papers requesting a decision. For papers that are for discussion or for noting only, where no resolution is requested, insert “N/A”.  Insert exact wording of the proposed resolution that Committee Name is asked to approve. The draft resolution must be clear and concise.  If referring to an attachment, be clear about what attachment it is. eg:  For a single resolution: [example text]  *That Committee Name approve the recommendations in Attachment 1 of the Report of the Review of Chemistry 2021 and recommend them to the Vice Chancellor for approval.*  For multiple resolutions:  *That Committee Name: [example text]*   1. *Endorse the recommendations…and recommend them to the Vice Chancellor for approval …* 2. *Note the commendations…and recommend them to the Vice Chancellor for approval…* 3. *Approve the changes to…and recommend them to the Vice Chancellor for approval…* 4. *Recommend that a policy on….is drafted/reviewed/referred to….]* |

# Executive Summary

[In this section, explain preferably in **no more than four lines** what the paper is about and what it is endeavouring to achieve. The paragraph should be clear and concise and should state the purpose of the paper ie is it being submitted for information only, is it for discussion and consideration for policy development, or is approval being sought, etc.]

# Background

# [Outline, preferably in no more than twelve lines, the background to what is being proposed. Provide the information necessary to understand the proposal for a Committee member who does not have any background knowledge on the topic.]

# Discussion

# [Do not repeat the statements made in the sections above. Mention the options that were considered by the Sub-Committee, with reference to the relevant sections in the *Higher Education Standards Framework (Threshold Standards) 2021* and the Sub-Committee’s Terms of Reference, and explain why the preferred course of action was chosen.

[If it is a discussion paper, then suggest next steps for the Committee to progress the issue]

[It’s not necessary to recommend that the Committee note the paper, or parts of the paper]

[Note that this section should ordinarily **not be more than twelve lines**]

# Issues

***[Note: Only use this section if requesting the Committee approval for the item. If any of the suggested headings below are not relevant for the matter, please note as “not applicable”]***

Strategic implications

[Explain, preferably in **no more than ten lines** how this proposal is aligned to the University’s strategic plan. Confirm that it is aligned with the Values and Behaviours Framework.

Analysis of benefits and risks to the academic activities and standards of the University

[Analyse, preferably in **no more than twelve lines,** the major risks associated with the proposal and explain how these risks could be managed. If applicable, refer to the relevant Enterprise Risk within the University’s Risk Management Framework.]

[This information may be presented using the following table format.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic Benefit identified | Academic risk identified | Risk Likelihood (a-e)\* | Consequence of Risk (1-5)\* | Impact of Risk and Strategy to Manage It. |
| *Example: Requiring all SELTs to be performed in class time* | | | | |
| * *Increase in response rate for student SELTs* * *Better able to improve courses from feedback received* | * *Non-attendance at class* * *Loss of exam revision time or inability to complete curriculum* | * *Unlikely* * *Possible* | * *Insignificant* | * *Low risk* * *Manage through regular review of SELT response rate and fail rate.* |

\* See University Risk Matrix <https://www.adelaide.edu.au/legalandrisk/risk-management/framework#university-risk-matrix>

Academic Governance

[Outline, preferably in **no more than twelve lines,** the academic governance implications of the proposal, remembering that it is of considerable importance to the Committee that governance standards are achieved. Therefore, the adoption of appropriate quality assurance, standards, policies and/or oversight may need to be considered in order to progress the proposal. Outline what KPIs and/or reporting back to the Committee/Academic Board and/or its Sub-Committees will occur during and after implementation.]

-Ends-

Attachments:

[Any attachments to the paper should be listed here and be identified by a reference (ie 1, 2) and by name. For example:

1. Financial analysis

2. Survey results

etc

*[To avoid an excessive number (and length) of attachments, please take into account the information you require the Committee/Academic Board to consider. In general, please do not attach a document unless you expect the Committee/Academic Board to read the entire document. For example, if it is a report, then an executive summary should suffice, with the full report being made available if any Committee/Academic Board member requests a copy or via the provision of a link that goes directly to the full text. If a link is provided, please ensure it is accessible via normal University login.]*