**APPENDIX B – FORWARD SCHEDULE OF BUSINESS**

**EDINBURGH NAPIER UNIVERSITY**

**UNIVERSITY COURT**

**ACADEMIC BOARD**

**FORWARD SCHEDULE OF BUSINESS 20XX/XX**

**DRAFT**

1. The forward schedule reflects the terms of reference of Academic Board and has been prepared to help inform members of the business expected to come to the Board at its various meetings in the Session. It should also assist in reminding contributors of their commitments.
2. It is emphasised that this forward schedule is not intended to be exclusive and that other issues within the terms of reference may be put forward at any time by members.

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| --- | --- | --- |
| **Standing items at all meetings**  | **Author/Sponsor**  | **Source** |
|  |  |  |
| Membership updates | Clerk  |  |
| Principal’s Report  | Principal  |  |
| Minutes of previous meeting  | Clerk  |  |
| Receipt of sub-committee minutes  | Convenors of sub-committees |  |
| Dates of forthcoming meetings | Clerk  |  |
|  |  |  |
| **October 20XX** |  |  |
|  |  |  |
| Final Report of the Implementation of Consistency in Assessment  | VP (Academic)  |  |
| Final Report of the Review of the Managed Learning Environment (MLE)  | Leader of Academic Strategy and Practice |  |
| Early Student Matriculation Statistics | VP (S,R & EA)  |  |
| Institution-led review annual report for SFC endorsed by governing body  | VP (Academic) |  |
| Revised sub-committee compositions for noting (consequent to Academic Board composition change 05/12/08) | Clerk  |  |
| Report on University Key Risks appropriate to Academic Board | University Secretary |  |
| 5-year Academic Calendar | VP (Academic) |  |
| QAA ELIR preparation update  | VP (Academic) |  |
|  |  |  |
| **November 20XX**  |  |  |
|   |  |  |
| Student Matriculation Statistics  | VP (S,R & EA) |  |
| Overseas students support arrangements | Dean of International  |  |
| Development of SFC Quality Framework | VP (Academic) |  |
|  |  |  |
| **February 20XX** |  |  |
|   |  |  |
| Student Charter  | VP (Academic) |  |
| Student Retention Steering Group Annual Report  | VP (Academic) |  |
| Report on University Key Risks appropriate to Academic Board | University Secretary |  |
| Annual report on student appeals  | VP (Academic) / Director of Student & Academic Services |  |
|  |  |  |
| **April 20XX**  |  |  |
|   |  |  |
| Learning, Teaching and Assessment Strategy for approval  | Leader of Academic Strategy and Practice |  |
| Annual report on consistency of assessment  | VP (Academic) |  |
| Emerging Outcomes of Annual Strategic Planning Round | VP (S, R & EA) |  |
| Report on University Key Risks appropriate to Academic Board | University Secretary |  |
| Provisional meeting dates for next year  | Clerk  |  |
|  |  |  |
| **June 20XX** |  |  |
|  |  |  |
| Honorary awards for approval  | Principal  |  |
| Annual Report on ELIR Action Plan  | VP (Academic) |  |
| Formal report to SFC on our Quality Framework  | VP (Academic) |  |
| Review of Academic Strategy implementation  | VP (Academic) / Leader of Academic Strategy and Practice |  |
| Schedule of meetings for 2009/10 | Clerk  |  |