**ACADEMIC BOARD**

**MEETING COVERSHEET**

**TO Academic Board DATE [Click here to type date]**

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**FROM [Click here to type name]**

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**SUBJECT [Click here to type subject]**

**PURPOSE**

E.g.:

* What is the purpose of the submission in keeping with the Board’s powers?
* What is being asked of the Board?

**BACKGROUND**

E.g.:

* What is the purpose of presenting this submission?
* What issues are addressed as part of this submission?
* What is the current position/policy
* What options are available; what discussion has taken place; what are the preferred options, and why?
* What are the financial implications/impacts?
* What are the Compliance, Legal, Risk aspects or implications?
* What are the upstream/downstream impacts on VU and/or its external stakeholders as a result of the submission/recommendation?
* How does the submission link to/support the VU Agenda and Strategic Plan?
* What timing considerations need to be addressed (is this time critical)?
* What sensitivities or issues are being addressed?

**COMMENTS**

E.g.:

* What judgments have been made relating to this submission?
* Are there any resource or other implications?
* What sensitivities or political issues have been identified? Recommendations for mitigation?
* What are the *Key Conclusion*?

**CONSULTATION/DISCUSSION TO DATE**

E.g.:

* Other Board Committees or Senior Leadership Team involvement? What views were put forward as a result?
* Consultation process? (e.g., internal, external, students, staff, collegial groups?)

**RECOMMENDATION/ACTION SOUGHT FROM THE ACADEMIC BOARD**

(**Proponents please note**: the Academic Board is an advisory body whose powers are determined by the [Governance, Academic and Student Affairs 2013 Statute](https://kit.vu.edu.au/unit/lgr/DocumentsTemplates/20130701%20-%20GASA%20Statute.pdf). Recommendations **cannot** seek a request for ‘approval’ as this is not within the Academic Board’s powers).

E.g.:

* What action is being recommended to the Board?
* What action is being requested of the Board (endorsement, review, consultation and feedback, etc.)?
* What, by whom and by when?

**SPEAKING TO THE ITEM**

Who will be speaking to the item at Academic Board?

Name: [Click here to type name]

Title: [Click here to type title]

Prepared by: [Click here to type name]

Title: [Click here to type title]

Date: [Click here to type date]

(and if required)

Cleared by: [Click here to type name]

Title: [Click here to type title]

Date: [Click here to type date]