University Committees' Template Suite

Guidelines for use

Governance Services

For further information please contact governance@csu.edu.au

Contents

Resolutions Terminology

Approve	**The Committee is being asked to approve a recommendation regarding a matter for which it holds the delegation.** • should only be used if the Committee holds the appropriate delegation (refer to the relevant Committee's Terms of Reference, located in the Policy Library). • once approved, the item can only proceed to another committee for information (eg to note that the change has been approved); it cannot be approved again.
Discuss	**The Committee is being asked to discuss a particular issue, and to provide feedback.** • Discussion is more engaged than noting but does not require approval or endorsement. • Feedback may or may not be required; if it is required, this can be established in the recommendation ("That the Committee discuss and provide feedback on the proposal …").
Endorse	**The Committee is being asked to support a proposal which it does not have the delegated authority to approve.** • Used when a recommendation needs to be referred to a higher-level body or an individual who holds a delegation; should be referred to the higher body as "on the recommendation of [the Committee] …". • Endorsement indicates support, not approval.
Note	**The Committee is being provided with information that does not require a decision or discussion, yet should form part of the formal record of the meeting.** • Used for receipt of reports when a decision is not required. • Used for matters which are primarily informational. • 'Noting' can involve some discussion, but discussion and feedback are not required. • If discussion is expected or feedback required, use the recommendation "discuss" instead.

Recommend	**The Committee supports the proposal but does not hold the delegation to resolve the issue / proposal and must refer it to another body.**
	
	• Only used for resolutions, not recommendations.
	• Only to be used in connection with another recommendation:
	    ○ "The committee endorses and recommends to Council …"
	    ○ "The committee notes and recommends to Academic Senate …"

Request	**The Committee asks that further action be undertaken by another body.** • Only used for resolutions, not recommendations. • Requests arise as an outcome of discussion and will generally accompany another recommendation (eg "The Committee noted the report and requested that further information be provided").

General

Coversheets

Each agenda item will have a pre-formatted coversheet, to be used both when the item has and does not have further attachments. A coversheet has been created for each standing item, reports, and submissions.

For items that require a resolution, the cover sheet will contain the resolution in the 'recommendation' section.

Confidential Items

Confidential papers must be marked as confidential on the agenda and the paper itself must have a confidential watermark. A separate folder of confidential templates has been created.

Please note that all Council and Council committee papers (excluding the Academic Senate) <u>must</u> use the Confidential templates.

Agenda pack

The agenda pack refers to the combined notice of meeting, agenda, coversheets, and attachments as a single PDF. After combining the PDF, add page numbers and ensure bookmarks are correct/functional.

A. Notice of Meeting

General

The Notice of Meeting template will form the first page of the combined agenda PDF.

Enter the committee name, date, and time as indicated.

Meeting No.

For Governance committees, Meeting No. refers to the historical meeting number. For example: the meeting of Academic Senate on 11 November 2020 was the 166th meeting, so it would read **Meeting No. 166**.

Other committees may prefer to number their meetings within a calendar year. For example: the November meeting of a School Board was the third meeting in 2020, so it may read **Meeting No. 2020/3**.

Location

If the meeting is being held via Zoom, schedule the Zoom meeting first. Hyperlink the word Videoconference with the Zoom link, and type the Meeting ID and Password. Delete the word 'OR' and the physical location details.

If the meeting is being held in person, enter the relevant address. Delete the word 'OR' and the videoconference details.

Member details

On the second page, enter the details of committee members. Details of attendees, or those with right of audience and debate, do not need to be included on the Notice of Meeting.

B. Agenda

General

Enter the committee name, number and date as indicated.

No

Agenda items on the new template are numbered with whole numbers, eg. 1, 2, 3, not 1.1, 1.2, 1.3. Items 1-7 will remain unchanged, with the exception of the annual plan for FAC and FCC. Items after number 7 have not been numbered intentionally.

For Decision/Discussion and *For Noting* are headings with relevant items listed and numbered underneath. The other standing items should be numbered once all other agenda items have been inserted.

Item

Items with an asterisk (*) are standing items. Further information for standing items is provided below, under their respective template.

Depending on the Chair's preference, you can hyperlink the name of an item on the agenda template to the relevant page of the agenda pack.

Responsibility

This column lists the person who will speak to the item. Use the person's title where possible, eg. Chair. Where multiple people have the same title, using the individual's name is acceptable.

Purpose

This column provides members with an indication of the action they will be required to make for each item.

- **Noting:** the committee will note* but not discuss* the item.
- **Decision:** the committee is required to decide a matter, eg. approve / endorse / recommend*
- **Discussion:** the committee will discuss* an item which may or may not result in a decision
- **Pending:** used to indicate late papers. Once papers have been received, update agenda with the appropriate purpose.

*refer to the table of terminology on page 3 for detailed definitions of these terms.

Time

Enter approximate timings for each item.

For Decision / Discussion

Under this section the committee can consider reports, make decisions, and discuss topics which may or may not result in decisions.

An item for membership may be added here to discuss any changes to membership or membership-related issues.

For Noting

Under this section, include items for information only. Items formerly considered under the 'matters taken as read' section will now be considered under this section.

Meeting Close

Enter the time that the meeting is scheduled to end.

C. 1 Welcome and Apologies

Includes Chair's welcome, Acknowledgement of Country, attendance and apologies.

Acknowledgement of Country

The Chair may prefer to make an Acknowledgment of Country that differs from this wording, however no amendments to this section are required.

Apologies

Enter the names of any members who have submitted apologies prior to the agenda distribution.

If no apologies are received, record that "No apologies were received from members before the agenda closed".

D. 2 Declaration of Interests

At this item members of the Committee may declare any conflicts of interest in relation to items on the agenda.

For Council committees, delete the word Governance in square brackets. Enter the committee name in the last paragraph. Convert red text to black.

For Academic Committees, delete the red text and enter the committee name in the last paragraph.

E. 3 Confirmation of Agenda

At this item the Committee can elect to reorder items in the agenda, allocate items to different sections, or remove items from consideration.

This page is a placeholder, no amendments to this document are required.

F. 4 Previous Minutes

General

This template is only for approving previous minutes of the Committee for which the agenda is being prepared. To note or receive minutes of superior / subordinate committees, use the 'Report' template.

Purpose

No amendments to this section are required.

Recommendation

Enter the committee name and date of the minutes.

Attachment

Enter the committee name or abbreviation and meeting number. For example, the 25th meeting of the Faculty of Arts and Education Faculty Assessment Committee would read:

A. FOAE FAC 25 Draft Minutes

If you are approving multiple sets of minutes, list as separate attachments.

G. 5 Action Sheet

General

The action sheet is a rolling Excel document compiled to capture actions raised and resolved at each meeting. The Committee should review progress against actions listed on the action sheet and indicate where follow-up action is required.

There are three tabs in this workbook.

- **Action Sheet**: where all current actions are listed
- **Completed Actions:** after a meeting, complete actions are moved to this tab
- **Data:** this is what forms the drop-down list for the status categories. Ignore this tab.

Meeting Date

Enter date in the following format: DD-Mon-YY. For example, 01-Jan-20.

Action Number

Enter the action number from the minutes. For example, AEFAC 25/1.

Action

Enter the heading of the item followed by the text of the action item. For example, Confirmation of Agenda: Circulate updated agenda paper.

Responsible Officer

Enter the position or name of the person who is responsible for actioning the item.

Due Date

Enter date in the following format: DD-Mon-YY. For example, 01-Jan-20.

Status

Actions can be one of three categories, which are selected from a drop-down list and manually colour-coded:

- **In progress:** the item is active, colour green
- **On hold:** the item remains on the sheet but is temporarily inactive, colour orange
- **Complete:** the item has been actioned, colour blue

To select a status, click in the relevant cell and a downward arrow will appear. Click the arrow and select the relevant status.

Status Information

Enter updates for the item, preceded by the date of the update. For example: 210101: Information entered.

Process

The Excel document is a live document. Make edits on the Action Sheet tab as relevant, but do not move actions to the Completed Actions tab until after the actions have been considered and resolved at a meeting. The Action Sheet tab should be converted to a PDF for inclusion in the agenda pack.

After a meeting, completed actions can be moved to the Completed Actions tab, updates to existing items can be added, and new action items can be entered.

H. Submission

General

This template is for externally-provided reports, proposals and other submissions. Reports from superior / subordinate committees should use the Report template (see next section).

The major difference between this template and the Report template is the 'Risk Assessment' field.

All submissions are to be a maximum of 2 (two) pages. Please use attachments to provide additional relevant information, if required.

Header

CTE# DD Month YYYY
Choose an item (DECISION, NOTING, or DISCUSSION)

CTE#	This is a combination of the acronym of the relevant Committee, the meeting number, and the meeting date.
	For example, AS138 30 April 2020
	Or, if it is a flying minute: AS139 FM 30 April 2020
DD Month YYYY:	For example, 30 April 2020
Choose an Item:	Hover the mouse over the downward arrow beside the words "Choose an item" and choose the relevant item from the drop-down menu provided in the template (either DECISION, NOTING, or DISCUSSION).

Item #: Item Title

The Item number is left blank for the Committee Secretary to assign when compiling the agenda.

The title should be a very short sentence that clearly describes what the topic of your submission is and will be the same as the item title in the agenda.

PURPOSE:

In plain language (do not use acronyms, abbreviations, or technical language) provide the purpose of the submission. This statement is generally 1 – 2 sentences in length. Some examples are:

To seek Academic Senate's approval of the draft Course and Subject Policy and of the expiry of the policies that it will replace.

or

To provide the University Learning and Teaching Committee with a quarterly update on the Academic Risk Register for the period ending 30 March 2020.

RECOMMENDATION:

This is the action you are asking the committee to take. Some examples are provided below (delete those that do not apply). See examples of terminology used in Resolutions on Page 3.

The University Learning and Teaching Committee resolves to:

1. **approve** the Membership and Terms of Reference of the University Learning and Teaching Committee;

2. **note** the report of the Academic Senate's Academic Risk Management Working Group for the period ending 30 June 2020;

3. **discuss** the Annual QUASAR Report;

and/or

4. **recommend** the Student Performance Report to Academic Senate for approval.

KEY ISSUES

Briefly describe the key issues, or state if there are none.

Include a brief statement to provide context, such as: [1]prior consideration of an item; [2]the current status; and [3]next steps or likely action in the future. An example is as follows:

[1]The introduction of an Academic Misconduct Report, including benchmarking across the sector, has been considered by Faculty and University-level Committees (Faculty Boards, Faculty Assessment Committees, and University Learning and Teaching Committee) in response to TEQSA Conditions 3.1-3.5. [2]This submission to Academic Senate is the first annual Charles Sturt University Academic Misconduct Report. [3]If approved by Academic Senate, the annual Academic Misconduct Report will be included on the Annual Plans for the University-level Committees listed above.

Provide background material as an attachment to the paper if it is required.

1. **Heading 1**
   XXX

2. **Heading 2**
   XXX

RISK ASSESSMENT

Risk appetite **(as outlined in the [Risk Appetite Statement](#).**	Copy the relevant Risk Appetite Description from the relevant risk category in the Risk Appetite Statement here, and then delete this paragraph. In following the link provided in the column to the left, the Risk Appetite Statement can be found under the heading '**Other Electronic Publications**' (2nd PDF in the menu of documents). Retain the following paragraph in the submission: Financial Viability and Sustainability: Charles Sturt University has a Medium Appetite and willingness to pursue activities which increase the likelihood of achieving a sustainable position of financial viability, but which carry inherent risks to the University's immediate financial wellbeing.

Consequence of Committee decision in relation to risk appetite	Include wording that addresses the following: 1) Does this decision sit within current risk appetite? 2) Does it signal a change to the current risk appetite? 3) If so, what are the consequences / risk treatments?

ATTACHMENTS

Remove this section if there are no attachments.

If there are attachments, complete the template as outlined below. List the attachments in sequential order, and label them so that committee members can identify them easily.

A. Enter here a brief description of the attachment, for example: 2019 Academic Misconduct Report
B. Repeat as for A. above if there are multiple attachments

Prepared by: **<Name, Position>**

Cleared by: **<Name, Position>**

'Prepared by' means the person who wrote the submission.

'Cleared by' identifies the office holder with overarching responsibility for the area / Division / Faculty (usually a member of the committee) who submits the proposal to the committee, who can speak to the paper at the meeting as required and answer any questions.

I. Report

General

The report template is used by subordinate committees to report to the superior committee, or by the superior committee to report to the subordinate committee. For example, School Board to Faculty Board or Faculty Board to School Board.

Header, Item #, PURPOSE, RECOMMENDATION, ATTACHMENTS, Prepared by / Cleared by

See Submission guidelines above for details of these sections.

KEY MATTERS FOR CONSIDERATION

Briefly describe the key matters for consideration, or state if there are none. These are generally matters that are current and require a decision or discussion.

KEY MATTERS FOR NOTING

Briefly describe the key issues for noting, or state if there are none. These are generally matters that are complete or past.

This can include, for example, background to the submission, the inclusion of supporting documents such as minutes, reports or memoranda, and any endorsements by the subordinate committee or committees.

OUTSTANDING MATTERS

Briefly describe any outstanding matters, or state if there are none. These are generally matters that are current or upcoming (for example, actions still to be undertaken or completed).

J. Standing Item No Report

This section of the agenda marks where a standing report would be.

Item X: <Item Name>

Enter item number and name as appropriate.

Body text

Delete the option that is not applicable. Enter committee name if required.

K. Other Business

This section of the agenda allows the committee to raise items of urgent business during the meeting, which were not listed on the agenda.

Item X: Other Business

Enter item number.

No further amendments to this document are required.

L. Meeting Summation

This section of the agenda allows the Chair to summarise the meeting, and the committee to review how the meeting was conducted and provide any suggestion on documents or processes.

Item X: Meeting Summation

Enter item number.

No further amendments to this document are required.

M. Next Meeting

This section of the agenda allows the committee to view all previous and upcoming meeting dates.

Item X: Next Meeting

Enter item number.

Table

At the beginning of the year, enter where indicated meeting number, date, time, location and agenda close date for all scheduled meetings. Before each meeting, strike out but do not delete the details of the previous meeting (this allows reference to specific meeting numbers in discussion).

N. Minutes

Cover page

Enter the committee name, meeting number, date and location.

Delete the word 'Draft' after the minutes have been confirmed at the next committee meeting.

Resolutions

Insert the resolution number. The resolution number is the committee abbreviation, the meeting number and a resolution number. The resolution number is bold, followed by the resolution in regular text.

Example:

> **RESOLUTION AS166/1** That the Academic Senate resolve to approve the minutes of the meeting held on 1 July 2020 as a true and accurate record.

Actions

Actions are formatted in the same way as resolutions except that they are in a white box. Actions should have a due date/timeframe and be followed by the initials of the responsible person's position in square brackets. For example, Governance Officer will read [GO]. If there are multiple people with the same position title, the person's name can be used to distinguish an individual where necessary.

> **ACTION AEFB27/5** Circulate the Records Management procedure to the Committee by 1 October 2020. [GO]

1. Welcome and Apologies

Enter the time at which the meeting was opened. For example, 9.01am.

Enter the names and titles of members and attendees who were present, and any apologies received in the respective sections.

Record the word (Chair) after the name of the person who chaired the meeting.

Record the word (minutes) after the name of the committee secretary.

Arrivals/departures

Note when members arrive or leave a meeting in the attendance section as well as under the respective agenda item.

In the attendance section write '- from/until item x' after the person's name. Delete whichever word is not applicable.

Under the respective agenda item write '*The <title or position> entered/left the meeting.'* Use italics and make the text in line with the agenda numbers, not the body text. Delete whichever word is not applicable.

2. Declaration of Interests

Leave the section as-is and delete the words in square brackets, or update if needed.

3. Confirmation of Agenda

Leave the section as-is and delete the words in square brackets, or update if needed.

4. Previous Minutes

If no changes to the minutes, delete the discussion and action fields and insert relevant details into the resolution. If changes are required to the previous minutes, record details of the changes in the text field and note the fact of change in the Resolution:

> **RESOLUTION AS166/1** That the Academic Senate resolve to approve the minutes of the meeting held on 1 July 2020m as amended, as a true and accurate record.

5. Action Sheet

Enter the committee name and delete the remaining details.

OR

Enter the committee name, record progress against action items in the table, and delete the details above.

- **Item Ref** is the action number.
- **Action** is the text of the action.
- **Update** will advise if the item is complete or in progress, with or without accompanying notes.

6. Annual Plan

Enter the committee name. Include discussion if necessary.

7. Chair's Report

Record discussion as normal. Delete or enter actions as appropriate.

General Items

Number items in the minutes as per the numbering on the agenda. Record discussion as required, and add resolutions and actions as appropriate following the guidelines above.

Other Business

Record discussion as required.

Meeting Summation

Record discussion as required.

Next Meeting

Enter committee name and relevant details of the next meeting as indicated.

Meeting close

Enter the time the meeting was closed. For example, 10.13am.

Signature clause

Leave blank. After the minutes are confirmed at the next meeting, send to the Chair for signing.

Acknowledgements

With thanks to Dr Peter Woodgate, member of Charles Sturt University Council, for his review and advice, and in acknowledgement to the Governance Services Unit, James Cook University for their work in providing definitions of common terms used in Committee Resolutions.

Thank you also to staff within Faculties, Divisions, the Office of the Provost and Deputy Vice-Chancellor (Academic), the Office of the Pro Vice-Chancellor (Learning and Teaching) and Governance Services who have provided feedback or made contributions to the review of templates and accompanying guidelines.