Meeting Record:

1. Welcome

2. As the Chair of Teaching Learning and Examinations Committee, Dr Paul Howe introduced the following academic issues of current semester:
   - Attendance issue: only 50% average attendance rate at the beginning of the semester;
   - Submission of Assessments: late submission and some students didn’t submit;
   - Student’ learning resources, library, computers and printers, etc.
   - Help/support new students with information about study in Australia.
   - Adequate Academic Support.

To address above issues, Dr Paul has reported the progress during the semester:

   - To improve student’s attendance and assignment submission status, the academic administrators had collected all student attendance records from lecturers and checked out students who didn’t come to classes. Then a following phone call and warning letter were sent to all students with low attendance rate. We also monitor student’s assignment submission due date and remind students before the due date for assignment submission.
   - For library facilities, Elite Education Institute had spent $25,000 to subscribed e-library (with more than 17,500 textbooks and academic reference books), PreQuest research library, and hard copy of textbooks (over 150 new textbooks).
   - For the computer and printers, Elite Education Institute purchased 35 new laptop and iPad for students as scholarships. Also there are 34 computers available in the campus for students to study. All computers are connected with printer. Students also have free Wifi access on campus. Students are able to access physical library, e-library, and ProQuest research library when they are on campus. They can also
use e-learning system (Moodle) at any time.

- To facilitate student's academic support, Elite Education Institute has employed another two full-time academic support staff to supporting students. So currently, Elite has 8 full-time support staff in total to service students. Also we are using most popular student management system – EduPoint for managing students’ academic and administration data. By the beginning of Term 3, students can use EduPoint to check academic progress, updating personal information, and monitor tuition fee payment status, etc.

All AB members comments on the issues mentioned above and are happy with the efforts made by the TLEC. Mahsood provides the summary of the discussion points as below:

- Conduct student surveys in exam week with the purpose of assessing student experience of the teacher and unit of study. The overall results of the feedback should be reported to the Academic.
- Prepare a student retention and progression report for and the end of every trimester. The report should be discussed at the Academic Board meeting.
- Implement a systemic mechanism to find out causes of student withdrawal and implement mechanisms to identify at risk students. The findings from the student withdrawal survey should inform the development of the college wide retention strategy.
- Implement a moderating process on assignments.
  - Moderation assessments can be done internally at the end of the current trimester, after exam week
  - Moderating exam and moderating assignments
  - Use external examiner with background in business to examine assessment standards, marking and grading, and assessment policy and its effective implementation.
- Suggestion on non-submission of assignments:
  - Find out why students are no submitting assignments (E.g. misunderstanding, unclear process).
  - Policies to penalised non-submission of assessments are in place, 10% deduction of the mark for each day delayed.
  - Identify form the beginning which students are in risk of failed and offer extra-tutorial to help them to pass the subject.
  - Make sure assignments information is given to the students at the beginning of the semester.

3. All members discussed the new semester academic arrangement to make sure the qualification of teachers are met with AQF and TEQSA threshold requirements. All members has agreed with following arrangements:

- Summer Intake is being divided in two sessions of seven weeks each based on student feedback (2 units to be selected by students in each session with total 4 units for the whole summer trimester);
- Follow up student feedback at the end of summer trimester to see if this
arrangement can be offered in future intakes.

4. All members discussed Course Advisory Committee (CAC)’s recommendation to lodge postgraduate programs accreditation application. In considering the comments from CAC and initial feedback from CPA/ICAA for postgraduate accounting programs and external industry comments from TravelSky Technology Australia Pty Ltd, the Board agree the following postgraduate programs will be recommended to the Institute Council for approval of course accreditation application:
   - Graduate Certificate in Business;
   - Graduate Diploma in Accounting;
   - Graduate Diploma in Business Administration;
   - Master of Business Administration;
   - Master of Professional Accounting; and
   - Master of Professional Accounting & Management.

5. Dr. Jiang reported to the Board about the progress of increasing capacity proposal.
   - Elite has applied to increased it capacity at the beginning of September. So far no final answer being received from TEQSA;
   - On 24/10/2014, an email has been sent by TEQSA claiming they are waiting for legal clearance before final decision to be released.

6. Other Business – some suggestions
   - Member of Academic Board should be able to see meeting minutes soon after the meeting has concluded;
   - At the beginning of each meeting, all members should discuss previous meeting minutes;
   - Upload meeting minutes on the website to make sure every academic member can access the information at any time.

7. Conclusion of meeting