Elite Education Institute
Meeting of the Academic Board

Meeting Date: Friday 1st August 2014
Meeting Time: 3:00pm-4:00pm
Meeting Purpose: Academic Board (AB)
Venue of the Meeting: Level 2, 1 James Place, North Sydney, NSW 2060 (Elite’s North Sydney Campus)

Member Presented:
A/Prof. Mahsood Shah  Chair
Dr. Ashraf U. Sarah Kazi (by email communication)
Dr. Mo Kader
Dr. Paul Howe
Dr. Chun Jiang  Principal (ex officio member)
Miss Nancy Zhang  Secretary
Dr. Leonard Webster  Observer

Apology

Dr. Paul Robert Adams

Meeting Record:

1. Welcome

2. Dr Chun Jiang introduced the current student enrollment status, i.e., 36 students have enrolled in August 2014 trimester and another 5 students enrolled in Nov 2014. He also reported the academic arrangement for August trimester. (e.g., timetabling and teachers).

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

4. The increasing capacity proposal has tabled and been approved by the Board members as an urgent matter to deal with. All members agreed that this was the first priority of future plan of Elite.

5. The Board also discussed new postgraduate programs accreditation proposal (Graduate Certificate in Business, Graduate Diploma in Business, Master of Professional Accounting, Master of Business Administration, and Master of Professional Accounting and Management). The Board agreed on a time schedule for processing this new postgraduate programs’ application:
   - Dr. Chun Jiang and Dr Paul Howe will prepare the documentation of proposed postgraduate programs and report to Course Advisory Committee (CMC) for feedback before the end of August;
   - After receives the postgraduate curriculum, CMC will comment on it and report the Academic Board (AB) by the first week of September,
• Then AB will report to the council with their comment for final decision by the middle of Sep.
• If the Council approves the submission, the targeted postgraduate programs accreditation submission to TEQSA will be by the middle or before the end of September in order to catch up the first trimester intake in 2015.

6. The Board agreed to postpone the IT program accreditation to be considered after the accreditation of postgraduate programs in Business. However, the Board agrees that a preliminary consultation and curriculum development of IT program can be proceed in due course.

7. The Board circulated the resignation letter from Dr Paul Adams. Dr Adams sent resignation letter to explain that he had taken a position at Abbey College for preparing a bachelor program, which will surely be conflict of interest if he continue his current role at Academic Board and Course Advisory Committee. The Board approved Dr Paul Adams’s resignation as the Deputy Chair of the Board and the Chair of Course Advisory Committee.

8. The Board discussed if to admit Professor Halim Hendrik (ex-Dean of Williams Business College) to join the Academic Board. After discussion, the Board think it could be better if we could hold this proposal for a while in order to avoid the imagination of connection between Elite Education Institute and Williams Business College.

9. A/Prof. Mahsood Shah suggested to invite an extra member from university area to the board, who does not need to be well-known but has academic expertise in relevant areas. Dr. Webster also suggested the new member could also come from industry or business community.

10. The Board required the Teaching, Learning, and Examination Committee (TLEC) to hold meeting on monthly basis and collect students' feedback by the end of each trimester and then submit to the Board. Dr Paul Howe, as the Chair of TLEC will be responsible for it.

11. All members confirmed the date of next meeting will be on Friday of the third week in October. In the meantime, any urgent matters can be discussed by email correspondence.

12. Conclusion of meeting

13. Dr. Chun Jiang invited all the members to join the open day ceremony holding in city campus at 5:30pm in the same day evening.