|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Subject: | **Review of Faculty/Directorate Panel Meetings** | | |
| To: | **Panel members –** *list names, title and occupation*  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  *cc Professor Andy Smith, DVC (Academic), Federation University Australia.*  *And Executive Dean/Director, Federation University Australia* | | |
| Date and time: | **Day One** Click here to enter a date.  Time and room location  **Day Two** Click here to enter a date.  Time and room location | | |
| From: | Professor Andy Smith, Deputy Vice-Chancellor (Academic) | Email: | [dvca@federation.edu.au](mailto:dvca@federation.edu.au)  email of Executive Officer |

Day One - Day Date Month

|  |  |
| --- | --- |
| 10:15am | Travel arrangements if necessary for panel members collect from Ballarat/location and transfer to Mt Helen/Gippsland Campus |
| 11:00am | Panel convenes in Room number Campus location |
| 11:30am | Panel initial discussion with DVCA Professor Andy Smith and Executive Dean/Director |
| 12:30pm | Lunch |
| 1:00pm | Panel discussion with Faculty/Directorate Senior Team  Campus and Room  Executive Dean/Director  Faculty Senior Team – or relevant Directorate staff -  *List names and titles*  Enter Senior Team or relevant staff here  Campus and Room Gippsland/Berwick/Wimmera as required  Click here to enter text.  example from Faculty |
| 2:00pm | Panel discussion with HDR students – Rooms |
| 2:30pm | Panel discussion with undergraduate students – Rooms |
| 3.00pm | Interviews / discussions as requested by panel – Rooms   * Humanities and Social Sciences |
| 3:30pm | Panel members tour Faculty  (travel arrangements between campuses)  Senior Representative to conduct tour -name |
| 5:00pm | Panel debriefing and close |
| 6:30pm | Dinner at |

Day Two - Day Date Month

|  |  |
| --- | --- |
| 8:30am | Collect external panel members if required |
| 9:00am | Panel convenes in Room |
| 9:30am | Interviews / discussions as requested by panel  Example:   * Teacher Education * Community & Human Service and Social Works / Criminal Justice * Visual and Performing Arts |
| 11:00am | Morning tea |
| 11:30am | Interviews / discussions as requested by panel  Example:   * Research and Engagement |
| 12:30pm | Lunch |
| 1:15pm | Panel convenes to discuss findings and draft recommendations |
| 2:30pm | Afternoon tea |
| 4:00pm | Panel concludes |

**KEY DOCUMENTS Example**

* [**Faculty of Education and Arts Self Study**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Review%20Report\Faculty%20of%20Education%20and%20Arts%20-%20Self%20Review%20%20Report%202016_FinalVersion_4August2016.pdf)

The appendices recommended for particular focus have been highlighted below.

|  |  |
| --- | --- |
| **Appendix** | **Title** |
| 1 | [Faculty of Education and Arts Programs and Program Leaders 2016](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%201%20-%20FEA%20Programs%20and%20Program%20Leaders%202016.pdf) |
| **2** | [**Faculty of EdArts – All Programs – Student Load and Income – 2 August 2016**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%202%20-%20Faculty%20of%20EdArts%20-%20All%20programs%20-%20Student%20Load%20and%20Income%20-%202%20Aug%202016.pdf) |
| 3 | [Faculty of EdArts – Staff Profile – 01 August 16](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%203%20-%20Faculty%20of%20EdArts%20-%20Staff%20Profile%20-%2001Aug16.pdf) |
| 4 | [Faculty of EdArts – Budget Overview – 201-2016](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%204%20-%20Faculty%20of%20EdArts%20-%20Budget%20Overview%202014-2016.pdf) |
| **5** | [**Faculty of EdArts – ERA Results**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%205%20-%20Faculty%20of%20EdArts%20-%20ERA%20Results.xlsx) |
| 6 | [Faculty of EdArts – Bachelor of Social Science](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%206%20-%20Faculty%20of%20EdArts%20-%20Bachelor%20of%20Social%20Science.pdf) |
| **7** | [**Faculty of EdArts - Senior Leadership Team**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%207%20-%20Facultyof%20EdArts_Senior%20Team%20structure_July2016.docx) |
| 8 | [Faculty of EdArts - Board and Committee Structure](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%208%20-%20Faculty%20of%20EdArts%20-%20Board%20and%20Committee%20Structure.pdf) |
| 9 | [Faculty of EdArts - Program Leadership and Coordinator Position Descriptions](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%209%20-%20Faculty%20of%20EdArts%20-%20Program%20Leadership%20and%20Coordinator%20Positions.pdf) |
| **10** | [**Faculty of EdArts – TEMAG Strategic Response**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2010%20-%20Faculty%20of%20EdArts%20-%20TEMAG%20strategic%20response.pdf) |
| 11 | [Faculty of EdArts – Program Review Schedule](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2011%20-%20Faculty%20of%20EdArts%20-%20Program%20Review%20Schedule.pdf) |
| 12 | [Faculty of EdArts – Academic Workload Model](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2012%20-%20Faculty%20of%20EdArts%20-%20Academic%20Workload%20Model.pdf) |
| 13 | [Faculty of EdArts – Research Booklet](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2013%20-%20Faculty%20of%20EdArts%20-%20Research%20Booklet.pdf) |
| 14 | [Faculty of EdArts – Arts Academy Masterplan](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2014%20-%20Faculty%20of%20EdArts%20-%20Arts%20Academy%20Masterplan.pdf) |
| 15 | [Faculty of EdArts – Proposal for Ed Tech Centre](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2015%20-%20Faculty%20of%20EdArts%20-%20Proposal%20for%20Ed%20Tech%20Centre.pdf) |
| **16** | [**Faculty of EdArts – 2016 Faculty Agenda for Growth**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2016%20-%20Faculty%20of%20EdArts%20-%202016%20Faculty%20Agenda%20for%20Growth.pdf) |
| **17** | [**Faculty of EdArts – Strategic Renewal of Arts Academy and GCAD**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2017%20-%20Faculty%20of%20EdArts%20-%20Strategic%20Renewal%20of%20Arts%20Academy%20and%20GCAD%20(3).pdf) |
| 18 | [Faculty of EdArts – Engagement Plan](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2018%20-%20Faculty%20of%20EdArts%20-%20Engagement%20Plan.pdf) |
| 19 | [Faculty of EdArts – Senior Team Membership and Terms of Reference](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2019%20-%20Faculty%20of%20EdArts%20-%20Senior%20Team%20Membership%20and%20Terms%20of%20Reference.pdf) |
| 20 | [Faculty of EdArts – Board Membership and Terms of Reference](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2020%20-%20Faculty%20of%20EdArts%20-%20Board%20Membership%20and%20Terms%20of%20Reference.pdf) |
| 21 | [Faculty of EdArts – Faculty Calendar](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2021%20-%20Faculty%20of%20EdArts%20-%20Faculty%20Calendar.pdf) |
| 22 | [Faculty of EdArts – Faculty New Administrative Structure](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2022%20-%20Faculty%20of%20EdArts%20-%20Faculty%20New%20Administrative%20Structure.pdf) |
| 23 | [Faculty of EdArts – Staff Handbook](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2023%20-%20Faculty%20of%20EdArts%20-%20Staff%20Handbook.pdf) |
| **24** | [**Faculty of EdArts – Five Year Program Trends**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2024%20-%20Faculty%20of%20EdArts%20-%20Five%20Year%20Program%20Trends.xlsx) |
| 25 | [Faculty of EdArts – Teacher Education Numeracy Standards](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2025%20-%20Faculty%20of%20EdArts%20-%20Teacher%20Education%20Numeracy%20Standards%20-%20Update.pdf) |
| 26 | [Faculty of EdArts – Teacher Education Literacy Standards](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2026%20-%20Faculty%20of%20EdArts%20-%20Teacher%20Education%20Literacy%20Standards.pdf) |
| 27 | [Faculty of EdArts – Professional Experience Placement Report](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2027%20-%20Faculty%20of%20EdArts%20-%20Professional%20Experience%20Placement%20Report.pdf) |
| 28 | F[aculty of EdArts – Proposal for School of Education and Professional Learning](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2028%20-%20Faculty%20of%20EdArts%20-%20Proposal%20for%20School%20of%20Education%20and%20Professional%20Learning.pdf) |
| 29 | [Faculty of EdArts – Learning and Teaching Plan](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2029%20-%20Faculty%20of%20EdArts%20-%20Learning%20and%20Teaching%20Plan.pdf) |
| 30 | [Faculty of EdArts – Learning and Teaching Plan – Summary Achievements](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2030%20-%20Faculty%20of%20EdArts%20-%20Learning%20and%20Teaching%20Plan%20-%20Summary%20Achievements.pdf) |
| 31 | [Faculty of EdArts – Student Engagement and Retention Plan](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2031%20-%20Faculty%20of%20EdArts%20-%20Student%20Engagement%20and%20Retention%20Plan.pdf) |
| 32 | [Faculty of EdArts – Pathways to Success Project](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2032%20-%20Faculty%20of%20EdArts%20-%20Pathways%20to%20Success%20Project.pdf) |
| **33** | [**Faculty of EdArts – QILT Data**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2033%20-%20Faculty%20of%20EdArts%20-%20QILT%20data.pdf) |
| 34 | [Program Health Check Data 2013-14](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2034%20-%20Program%20Health%20Check%20Data%202013-14.xlsx) |
| 35 | [Faculty of EdArts – Research Plan](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2035%20-%20Faculty%20of%20EdArts%20-%20Research%20Plan.pdf) |
| **36** | [**Faculty of EdArts – HERDC Data 2010-2015**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Appendix%201-36\Appendix%2036%20-%20Faculty%20of%20EdArts%20-%20HERDC%20Data%202010-2015.xlsx) |

* [**Faculty Review Policy and Procedure**](file:///\\Mthelen-fs\data\SHARED\Academic%20Services\Faculty%20Reviews%202016\FEA%202016%20Faculty%20Review\Correspondence%20-%20Documents\Panel%20documents%20final\Combined%20Faculty%20Review%20Policy%20and%20Procedure.pdf)
* [**University Strategic Plan**](https://federation.edu.au/about-us/our-university/charter)
* [**Federation University Australia Campus Maps**](https://federation.edu.au/about-us/our-campuses)

Contact list for Panel members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | | **email** | **phone** |
| Name | Chair, Faculty Review Panel | Click here to enter text. | Click here to enter text. |
| Name | Panel member | Click here to enter text. | Click here to enter text. |
| Name | Panel member | Click here to enter text. | Click here to enter text. |
| Name | Panel member | Click here to enter text. |  |
| Professor Andy Smith | DVC (Academic) | dvca@federation.edu.au | 53279353 |
| Name | Executive Dean/Director | Click here to enter text. | Click here to enter text. |
| Name | Executive Officer | Click here to enter text. | Click here to enter text. |