

**Australian Universities Quality Agency Ltd  
ACN 092 938 200**

**AUQA Board Meeting 2005/4**

**9.00am 22 November 2005**

**AUQA Board Room  
Level 10, 123 Lonsdale Street  
Melbourne, VIC 3000**

**1. ATTENDANCE & APOLOGIES**

**2. MINUTES OF MEETING 2005/3 HELD 7 SEPTEMBER 2005**

To endorse the minutes of meeting 2005/3

**3. MATTERS ARISING NOT LISTED ELSEWHERE ON THE AGENDA**

3.1 Report by the Chair from the Ad Hoc Committee - for discussion and adoption.

**Confidential Item**

**4. AUDIT MATTERS**

**4.1 Audits 2004**

To receive feedback summary reports from the following 2004 audits: La Trobe University; NSW Department of Education and Training; University of Sydney.

Paper AB2005/4/4.1 and Attachments

**4.2 Audits 2005**

4.2.1 To receive a progress report on the 2005 audit program

Paper AB2005/4/4.2 and Attachment

**4.3 Audits 2006**

To receive a progress report on the 2006 audit program

Paper AB2005/4/4.3 and Attachment

**4.4 Auditors**

To approve an auditor for appointment to the Register

**Confidential Paper AB2005/4/4.4**

**5. CHAIR'S REPORT**

To receive an oral report from the Chair on items not raised:

Part A – Report on other duties, including meetings with Ministers, and Chair of IELTS

Part B – Board Retreat in 2006 (see also item 11 below)

**6. EXECUTIVE DIRECTOR'S REPORT**

To receive a report from the Executive Director on AUQA activities

Paper AB2005/4/6 and Attachments

**7. FINANCE MATTERS**

**7.1 Financial Statements**

To receive financial statements to the end of October 2005

Paper AB2005/4/7.1 & Statements

**7.2 Finance Committee matters**

To receive a report from the Committee and approve the recommend budget for 2006

Paper AB2005/4/7.2

**8. AUQA POLICY AND BOARD ISSUES**

**8.1 Board Membership 2006**

To receive a report on changes to the membership of the Board for 2006

Paper AB2005/4/8.1

**8.2 Review of AUQA**

8.2.1 To receive a report from the Chair on the Board's Self-Assessment

8.2.2 To approve the AUQA Performance Portfolio: Report of Self-Review

**Confidential** Paper AB2005/4/8.2.2 and Attachment

8.2.3 To receive progress report on the External Review of AUQA

Paper AB2005/4/8.2.3

**8.3 AUQA Object 4**

To receive a report on Addressing Object 4

Paper AB2005/4/8.3 and Attachment

**8.4 Cycle 2**

To receive a report on the survey feedback received so far

Paper AB2005/4/8.4 and Attachment

**8.5 AUQA Policies**

8.5.1 To receive and approve AUQA Policy 027: Travel Policy

Paper AB2005/4/5.1 and Attachments

8.5.2 To receive and approve AUQA Policy 028: Audit Interview Security Policy

Paper AB2005/4/8.5.2 and Attachments

8.5.3 To receive and approve the Draft AUQA Policy Manual

Paper AB2005/4/8.5.3 and Attachment

8.5.4 To receive and consider a policy issue relevant to the reporting of audits

**Confidential** Paper AB2005/4/8.5.4 and Attachment

**9. DEST / MCEETYA MATTERS**

**9.1 NSAI audits**

To receive a report on the piloting of quality audits of NSAI Higher Education Providers for HESA

Paper AB2005/4/9.1

**9.2 MCEETYA**

To receive an oral report on the 'MCEETYA review of AUQA' and the MCEETYA meeting held 17 November

**9.3 Transnational Quality System**

Presentation by Fiona Buffington and Linda Laker, possibly by teleconference

**10. OTHER BUSINESS**

Any other items of business raised by Directors

**11. PROPOSED 2006 AB MEETING DATES AND TIME**

Meeting AB2006/1      March 7, or 8, or 9

Meeting AB2006/2      May 30, or 31 or June 1

Meeting AB2006/3      September 5, or 6, or 7

Meeting AB2006/4      November 28, or 29, or 30

To confirm dates and starting times for each meeting