# QMS Academic Board & Subcommittees ­­­

**Function Lead – ASC Manager**

**Function Team – Karen Miller, Lillian Mau, Sarah-Maru Berghan, Paula Wilkinson**

**Contracted support – Jan Roodt**

**Other key TKK staff – Shirley Wilson, Steve Marshall**

**Policies**

* Contribute to major Policy Rework (with EER Response Project)
* Manage ongoing consultation, review and publication of Academic Policies
* Manage Academic Knowledge Management System, including Procedures and Guidelines
* Manage communication of all changes to relevant staff
* Policy Interpretation and decision-making advice

**Maintaining e-library**

* Save key Quality Assurance material in e-Academic Library
* Monitor the quality of submissions
* Partner with Practice Pathways and Academic Administration to ensure best practice

**Academic Board and sub-committees**

* Administer Academic Board
* Administer Unitec Ako Ahimura
* Administer Portfolio Rōpu
* Administer Poari Tīaroaro Tohu (Qualification Alignment Board)
	+ For all committees this includes Minutes, Agendas, Tracking sheets, catering, room bookings

**Appeals and academic complaints**

* Maintain Appeals tracking sheet
* Partner with appointed Appeal lead on all communications matters

**Academic delegations and responsibilities register**

* Maintain Register in partnership with Practice Pathways, including periodic review

**Monthly Academic update newsletter/blog timed with NZQA eQuate**

* Write, edit and compile newsletter
* Liaise with contributors

**Course Catalogue Management**

* Update necessary internal docs and system (course descriptors/Prog regs/PeopleSoft)
* Set up new programme/plans
* Set up new courses
* Action prog improvements (change to pre-reqs, compulsory/elective status etc.)
* Set up Academic Calendars
* Communicate set up info to stakeholders

# Academic Quality Enhancement

**Function Lead – ASC Manager**

**Function Team – Chrishanthi De Costa**

**Other key TKK staff – Shirley Wilson, Steve Marshall, Ajmal Shah, Manpreet Malhotra, ASC Manager**

**Educational Performance**

* Academic Quality Dashboard Maintenance (Pathway, Programme, Course)
* Success & Retention reporting
* Adhoc data requests
* Provide high level reporting to Deans of the above
* Pacific success data reporting
* Maori academic learner achievement reporting

**Self‐assessment/self‐evaluation**

* Academic self-assessment/self-evaluation training
* Action planning reviews (with Academic Leaders)
* Stakeholder Engagement (student)
* Stakeholder Engagement Industry

**Programme Evaluation and Performance Plans (PEPs)**

* Review template
* Communication
* review PEPs (QP)
* formatting
* partner on action plan creation/maintenance
* data collation and tabulation

# Internal Partnering

**Function Lead – Steve Marshall**

**Function Team – Luan Rose**

**Contracted support – Jan Roodt**

**Other key TKK staff – Shirley Wilson, Steve Marshall, Ajmal Shah, Manpreet Malhotra, ASC Manager, Chrishanthi De Costa**

**Academic Quality Partners (Advisors)**

* Attend AL meetings
* Brief PP teams on AQ matters
* Provide adhoc advice
* Attend Network Ako Ahimura
* Review PEPs
* Review action plans
* Partner with PPs on various QA requirements (Monitoring, Moderation, Student Evaluation)
* *HoPPs/Deans/GMs - Programme development, comms/approvals/confluence training, business cases, reports, compliance, QAB, appeals, programme changes*

**Domestic Marketing**

* Website data maintenance
* New products briefing
* Programme development/consultation

**International** IELTs verification

* Rule 18 Compliance Training
* Triage/management of new products

**Decision Support**

* TEC programme approvals
* TEC audit requests
* TEC performance requests
* Single Data Return-related maintenance
* Adhoc projects

**Timetabling**

* New product updates
* room booking
* setting due dates for programme changes

**TPA/TWU - course development**

*Need to determine (post review)*

**Audit and Risk**

* Contribute to audit reports
* Complete audit report actions

**Student Finance**

Course fee set ups

**Academic Admin**

* Confluence
* course descriptors
* MyCourseDetails
* Ako Ahimura action from PIC

**SEMS – EAE/PIR data updates & set ups**

* Info updates/CNX - Triage/management of new products
* IMS
* EME/PIR set up

**Unitec Projects**

* EER
* SAR
* ATOM 1 & 2
* SALT
* Police
* Mindlab

# Programme Development, Accreditation and Approval

**Function Lead – Manpreet Malhotra**

**Function Team – Ciarin Smith, Matt Walker, Paula Wilkinson, Sarah-Maru Berghan**

**Other key TKK staff – Shirley Wilson, Steve Marshall**

**Portfolio** Advice based on Portfolio Project

* Portfolio Rōpu Chair

**Programme development process**

* Project Management
	+ organise meetings, planning, time management; notifications/reminders; escalations; contingency plans; risk management, reporting
* Programme Development Support (general)
* Update/maintain templates
* New Programme Developments Process Management
* Process Reviews
* Database maintenance - SharePoint, MS Project

**Programme development**

* Māori consultation advice
* Mātauranga Māori Quality Assurance
* Mocks/panel preparation - approval process
* Document Reading (reading, feedback, collating, follow-ups etc.)

**Programme Documentation Excellence**

* Document management

**Programme Improvements**

* New Programme Development writing
* New course schedule
* Factual Summary
* New Programme Development writing
* Advise, support, admin (will decrease over time with capability built)
* Docs (CDs/Regs)
* Action prog improvements (change to pre-reqs, compulsory/elective status etc.)
* Set up Academic Calendars
* Communicate set up info to stakeholders
* Regulation publishing

# Programme Maintenance

**Function Lead – Ajmal Shah**

**Other key TKK staff – Shirley Wilson, Steve Marshall, Manpreet Malhotra, Exam Supervisors**

**External Moderation**

* NZQA and ITO achievement standards
	+ Review schedule
	+ Review all submitted materials
	+ Submit learner samples to NZQA
	+ Communicate with Practice Pathway staff

**Degree Monitoring**

* Review and report on yearly schedule
* Manage Monitor appointment process
* Supply data and information for Monitor visits
* Identify risks and advise on risk mitigation
* Ensure NZQA criteria is met

**Consistency reviews**

* Provide support to ALs and HOPPs on consistency reviews
* Provide assistance in consistency review reports
* Review provide feedback on consistency review reports

**Maintaining e‐Academic library**

* Manage programme quality documents i.e. moderation reports, monitoring documents, monitor and moderator contracts, PEPs etc.
* Review and report on yearly schedule

**Exam invigilators and Co-Ordinators**

* Approve contracts
* Approve timesheets
* Organise training
* Provide support as required (HR, ADEPs, etc.)

**Regulatory Compliance Framework – Ajmal Shah**

* Maintain spreadsheets on Monitoring visits, moderation exercise, accreditation visit on yearly schedule

# Te Noho Kotahitanga

**Function Lead – Sarah-Maru Berghan**

**Portfolio development** Maori consultation (prog dev)

**Mātauranga Māori Quality Assurance**

*Need to determine*

**Tikanga guidelines/practices** Align with TNK & Maori success strategy

* Te Rito short courses
* Te Reo courses
* iCCAR
* Team building session: Pepeha
* Team building session: Karakia
* Team building session: Waiata
* Team building session: Pronunciation

**Data retrieval specific to Maori students**

*Need to determine*

# Partnering External

**Function Lead – Manpreet Malhotra**

**Function Team – Paula Wilkinson**

**Accreditation events**

* Planning meetings
* Document - PO/Resources
* Panel visit support

**Moderation of NZQA/ITO Unit Standards**

* Liaison internal/external:
* 2 per year - ASC Team support
* Communication external/internal (pre-post)
* Planning and advice (moderation)

**NZQA Liaison**

* Communications
* Research/Interpretations
* Visits (planning & hosting)
* Risks and Reporting
* Academic Managers Forum
* External networking