

Te Korowai Kahurangi Action Plan

2019 Key Actions to Achieve Priorities

Unitec Priority	Team Priority	Action and Timing
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland)	A) Student and graduate experiences and outcomes will be supported through the rangatiratanga of Te Korowai Kahurangi	<p><i>We will</i></p> <ol style="list-style-type: none"> <i>Provide timely, accurate and consistent advice regarding academic policies, processes and requirements on an ongoing basis, in person, and through ensuring Academic Quality related information on the Nest is kept up to date (ongoing).</i> <i>Proactively support institutional evaluation and priority outcomes through the provision of accurate and timely data on Student and Graduate Surveys, EPI data, and institutional reports in a timely manner in keeping with Academic Committee requirements</i> <i>Model an evaluative culture through the use of Āta-kōrero in support of:</i> <ol style="list-style-type: none"> <i>Programme Evaluation (for each PEP cycle)</i> <i>International Code of Practice Evaluation (June through August)</i> <i>Evaluation of TKK operations (July/August interim, December final)</i> <i>Support development of Academic Risk Management processes and support its implementation (as per ELT timeframes)</i>
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners	B) Evaluative culture of whānau will be enabled through wakaritenga	<p><i>We will</i></p> <ol style="list-style-type: none"> <i>Proactively engage across the Institute to evaluate and review relevant academic policies and procedures to ensure they are fit for purpose:</i> <ol style="list-style-type: none"> <i>Change and Improvement Procedure (by June)</i> <i>SAC process (by August)</i> <i>Student Inbound and Outbound Policy/Procedure (by August)</i> <i>Academic appeals (by August.)</i> <i>Short Course procedure, (by August)</i> <i>Student Disciplinary statute (by November)</i> <i>Academic Integrity Procedure (by December)</i> <i>Moderation policy (by September)</i> <i>Records Management policy (by December)</i> <i>Examinations process (by December)</i> <i>Timeframes are as indicated or as otherwise agreed by Academic Board</i> <i>Provide effective advice and guidance, support and communication for select academic committees across the institute (ongoing)</i> <ol style="list-style-type: none"> <i>Secretary support is efficient and timely for each relevant meeting (measured annually by committee and Chair)</i> <i>Committee decisions and outcomes are effectively and efficiently supported (ongoing)</i> <i>Support staff to develop their evaluative capability in Āta-kōrero through the provision of training and modelling in interim and Final PEP cycles.</i>

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Engaged and inspired staff, equipped with the capabilities to support and deliver best learning	C) We will practice mahi-kotahitanga to grow understanding of and capability in academic quality	<p><i>We will</i></p> <ol style="list-style-type: none"> <i>1. Embed the principles of Te Noho Kotahitanga within Te Korowai Kahurangi through ongoing service provision and team engagements.</i> <i>2. Partner with Unitec whānau to effectively engage with and support academic quality outcomes through the development of a service orientated approach (ongoing), measured through external feedback and internal reflection.</i> <i>3. Provide relevant and easy to use resources to support academic quality processes and present these through further developed TKK Nest pages (by September)</i> <i>4. Be visible across the institute through active regular engagement with Schools and other Support Teams</i>
A financially sustainable business to invest in the future	D) We will support sustainable and efficient practice as kaitiaki of academic quality	<p><i>We will</i></p> <ol style="list-style-type: none"> <i>1. Commit to continuous improvement through the regular review of key processes within TKK, including:</i> <ol style="list-style-type: none"> <i>a) review of grades and completions processes after each semester (by December 2019)</i> <i>b) review of service provision twice a year (approx July & December/January)</i> <i>c) Review of programme management (by December 2019)</i> <i>d) Examinations system (by December 2019)</i> <i>e) Administrative support to School (by December 2019)</i> <i>2. Engage with key stakeholders to support ongoing improvements to institutional processes:</i> <ol style="list-style-type: none"> <i>a) Marketing, IT, CS, Student Success (Data reporting mechanisms)</i> <i>b) Te Puna Ako (quality learning & teaching)</i> <i>c) Schools</i> <i>d) Operations (PIR, processing)</i> <i>e) Institute Committees</i> <i>3. Foster a learning environment in which people can develop their potential through the ADEP process</i> <i>4. Provide opportunities for TKK staff to do work outside their usual work.</i>