COMMITTEE WORK PLAN // Academic Board 2019

Month	Product Type	Source / Nature	Item / Topic / Focus	Presentation Frequency	Author	Submission Due	Presentation Due	Notes
Yet to Schedule								
			School Evaluation					
			Service Centre Evaluation					
			Institute Evaluation					
			Investment Plan		Kristine Brothers Finance / Commercial Services			
			Academic Risk Management					

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EACH MONTH								
	Report	Progress Outcomes	Director Report - Māori		Director, Māori Success	N/A	2019-02-13	Feb
	Report	Progress Outcomes	Director Report - Pacific		Director, Student Success	N/A	2019-03-13	Mar
	Report	Progress Outcomes	Director Report - International		Director, Pacific Success	N/A	2019-04-03	Apr
	Report	Progress Outcomes	Director Report - Under 25s		Director, International Success	2019-04-24	2019-05-08	May
	Report		Teacher Capability Development		Manager, Te Puna Ako	2019-05-29	2019-06-12	Jun
						2019-06-26	2019-07-10	Jul
						2019-07-31	2019-08-14	Aug
						2019-08-28	2019-09-11	Sep
						2019-09-25	2019-10-09	Oct
						2019-10-30	2019-11-13	Nov
						2019-11-27	2019-12-11	Dec

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January								
February						2019-01-30	2019-02-13	
	Review	Strategy Outcomes	Māori	Each Semester	Director of Māori Success			
	Review	Strategy Outcomes	Pacific	Each Semester	Director of Pacific Success			
	Review		Membership & Terms of Reference	Each Year	Chair of Academic Board			For Subcommittees +/ for Academic Board?
March						2019-02-27	2019-03-13	
	Report - Full year (Interim)	PowerBI	Student Performance	Each Semester	Manager, Te Korowai Kahurangi			From previous year's data
	Review		Degree Monitoring Report	Each Year				From previous year's data "This will move to the second half of the year as degree monitoring transitions to first third of year." ST
	Report		Industry Engagement	Each Year				Including outcomes from Employer Survey Report every second November
	Evaluation	Process & Outcomes	Complaints	Each Year				From previous year's data
	Evaluation	Process & Outcomes	Academic Appeals	Each Year				
April						2019-03-20	2019-04-03	
	Report	Survey	Student Course - Full year	Each Year	Manager, Te Korowai Kahurangi			From previous year's data. PPT presentation summary done by Jeff
	Review		Student Success	Each Year				
	Review	Process & Outcomes	Enrolments					
May						2019-04-24	2019-05-08	
	Report	Survey	Staff Pulse	Each Semester	Manager, Te Korowai Kahurangi			
	Report - Full year (Final)	PowerBI	Student Performance	Each Semester	Manager, Te Korowai Kahurangi			From previous year's data
	Report - Full year (Final)	Process & Outcomes	Programme Evaluation & Planning (PEP) Reports	Each Semester	Manager, Te Korowai Kahurangi			From previous year's Semester 1 and 2 PEPs
June						2019-05-29	2019-06-12	
	Report	Survey	Graduate	Each Year	Manager, Te Korowai Kahurangi			
July						2019-06-26	2019-07-10	
	Report	Survey	Student Course - Semester 1	Each Semester	Manager, Te Korowai Kahurangi			TBC ... Either updating the Dashboard, or producing a PPT report / presentation.
	Report	Survey	Student Net Promoter Score (NPS) - Semester 1	Each Semester	Marketing / TKK			
			Award of Qualifications	* TBC *				
	Report	KPIs & Internal sources	Research Annual Report	Each Year	Director of Research and Enterprise			Sourced internally from various sources, which involves outcomes relating to our KPIs and other daily tasks/projects.
	Report	Research Outputs Management (ROMS) database	Research Productivity Traffic Light (RPTL)	Each Year	Director of Research and Enterprise			This process involves the auditing of all degree teaching staffs research outputs over the last two years.
August						2019-07-31	2019-08-14	
	Review	Strategy Outcomes	Māori	Each Semester	Director of Māori Success			
	Review	Strategy Outcomes	Pacific	Each Semester	Director of Pacific Success			
September						2019-08-28	2019-09-11	
	Report - Full year (Interim)	Ata-korero Workshops	Programme Evaluation & Planning (PEP) Reports	Each Semester	Manager, Te Korowai Kahurangi			From current year's Semester 1 PEPs
	Report	Survey	Staff Pulse	Each Semester	Manager, Te Korowai Kahurangi			
	Report	PowerBI	Student Performance - Semester 1	Each Semester	Manager, Te Korowai Kahurangi			
	Review		Self-Review of performance against requirements of the *Education (Pastoral Care of International Students) Code of Practice 2016*	Each Year				
October						2019-09-25	2019-10-09	
November						2019-10-30	2019-11-13	
	Report	Survey	Staff Engagement	Each Year	Manager, Te Korowai Kahurangi			
	Report	Survey	Student Course - Semester 2	Each Semester				
December						2019-11-27	2019-12-11	
			Award of Qualifications					
	Evaluation	Committee Members	Committee Self-Assessment	Each Year	Chair of Academic Board			
	Review		Membership & Terms of Reference	Each Year	Chair of Academic Board			For Subcommittees +/ for Academic Board?
	Report	Student NPS Survey	Student Net Promoter Score (NPS) - Full year	Each Semester	Manager, Te Korowai Kahurangi			