

## Te Komiti o ngā Hotaka | Programme Academic Quality Committee

### Terms of Reference

#### 1. HOAKETANGA | PURPOSE

The purpose of Te Komiti o ngā Hotaka | Programme Academic Quality Committee is to:

- 1.1 Ensure that quality assurance and continuous improvement for course and programme quality and outcomes for students, comply with Unitec-wide policies, processes and procedures.
- 1.2 Provide the formal forum for self-assessment and academic decision making by Academic Programme Managers and Teaching Staff

#### 2. KAUPAPA | VALUES

- 2.1 Te Komiti o ngā Hotaka | Programme Academic and Quality Committee work is framed within the values of Kaitiakitanga for Programme Quality and Student Success and Mahi Kotahitanga and Ngākau Māhaki for the work of Academic Programme Managers, Teaching Staff and Academic Administration.

#### 3. RANGATIRATANGA | AUTHORITY AND RESPONSIBILITIES

The authority and responsibilities of Te Komiti o ngā Hotaka | Programme Academic and Quality Committee shall be:

*Student support and achievement*

- 3.1 To monitor and safeguard the fair treatment and wellbeing of students, including their progress through their programmes;

*Academic quality outcomes*

- 3.2 To ensure quality assurance for all academic provision is undertaken in accordance with relevant institute policies and procedures;
- 3.3 To evaluate outcomes of academic provision, and promote and monitor actions to improve teaching, assessment and the outcomes for students;

*Programme design, delivery and review*

- 3.4 To engage in the ongoing evaluation and review of academic provision;
- 3.5 To ensure that the curriculum continues to meet the needs of internal and external stakeholders, including students

#### 4. ACCOUNTABILITY AND REPORTING

- 4.1 Each programme shall have a Te Komiti o ngā Hotaka | Programme Academic and Quality Committee which is accountable to Te Poari Whai Kōunga | Quality Alignment Board for academic quality and to the Ako Ahimura for learning & teaching matters.
- 4.2 Maintains relationships and interactions with other committees at Unitec to ensure information is shared and accountabilities are maintained;
- 4.3 Employs evidence-based action planning and execution to deliver continuous improvement;

- 4.4 Maintains records of its own level academic decision making.

## 5. MEMBERSHIP AND APPOINTMENTS

- 5.1 Appointment *ex officio* shall comprise:
- The Head of School for each programme for which the committee is responsible;
  - The Academic Programme Manager for each programme for which the committee is responsible;
- 5.2 Appointment via nomination shall comprise:
- Two to four Senior Academic Staff representing programmes for which the committee is responsible;
  - One or two Students representing programmes for which the committee is responsible;
  - One Senior Academic Staff member from another School or Discipline.
- 5.3 Additional members may be co-opted by as necessary for a defined period or specific purpose.
- 5.4 Additional non-voting staff shall be invited by the Chair to attend for specific purposes, including, but not limited to:
- School priority group champions;
  - A representative from Student Success;
  - A representative of Te Korowai Kahurangi;
  - A representative of Te Puna Ako.
- 5.5 Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.
- 5.6 Appointments shall be made to Committees on or before February each year. Membership and a list of programmes for which the committee is responsible shall be reported to Quality Alignment Board no later than February of each year.
- 5.7 A Chair and Deputy Chair shall be approved by the Executive Dean from among the Membership of the Committee. In appointing the Chair and Deputy Chair, the Executive Dean will consider the potential implications of the Chair and Deputy Chair holding a position of authority within the School.
- 5.8 The term of office of appointed members shall be two years.

## 6. REVIEW GUIDELINES

- 6.1 Te Komiti o ngā Hotaka | Programme Academic Quality Committee shall review its Terms of Reference annually.

## 7. MEETING QUOROM AND CONDUCT

- 7.1 Quorum shall be defined as a majority of the members currently appointed to the committee.
- 7.2 Appointed members may nominate a staff member proxy to represent them with full voting rights.

## 8. SUBCOMMITTEES AND DELEGATED AUTHORITY

8.1 Te Komiti o ngā Hotaka | Programme Academic Quality Committee may delegate authority to:

- Formally established management sub-committees working groups; or
- individuals for specific purposes.

### Approval Details

Version: 2.00

Key changes:

- Approved by the Academic Board and re-versioned to v2.00.

Last updated: 2019-09-11

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Approval date: 2019-09-11

Approved by: Academic Board