

## **Te Poari Whai Kounga | Quality Alignment Board**

### **Terms of Reference 2020**

Unless specified otherwise, the word “Committee” in this document refers to **Te Poari Whai Kounga | Quality Alignment Board**.

#### **1. Hoaketanga | Purpose**

- 1.1. To oversee the institute’s quality systems, to identify areas of good practice and areas for improvement and monitor academic quality issues and trends.

#### **2. Kaupapa | Values**

- 2.1. The work of the Committee is framed **within all the values of Te Noho Kotahitanga** for the Academic Portfolio and Academic Quality and for its support for the work of Schools.
- 2.2. The Committee is accountable to **Te Poari Mātauranga | Academic Board** for ensuring the management, monitoring and evaluation of the Academic Quality Management System.

#### **3. Rangatiratanga | Authority and Responsibilities**

The Committee shall operate so as to:

- 3.1. Oversee and monitor the application and effectiveness of the Institute’s academic quality assurance system, including the provision of advice on the policies and operating procedures that support it.
- 3.2. Evaluate the services that support learning and teaching activities and make recommendations for continuous improvement to **Te Poari Mātauranga | Academic Board**.
- 3.3. Provide oversight of **Te Komiti o ngā Hotaka | Programme Academic Quality Committees**
- 3.4. Identify good practice within the Institute and promote its dissemination.
- 3.5. Identify common themes of causes for concern within the Institute and make recommendations for their analysis and resolution.

#### **4. Accountability and Reporting**

- 4.1. The Committee is accountable to **Te Poari Mātauranga | Academic Board** for its actions.
- 4.2. The Committee shall report to **Te Poari Mātauranga | Academic Board** following each meeting.

#### **5. Membership and Appointments**

- 5.1. Appointment *ex officio* shall comprise:

1. Director, Ako
2. Director, Māori Success
3. Director, Pacific Success
4. Director, Student Success
5. Director, International Success

6. **Director, Under-25s Success**

7. Director, Research and Enterprise
8. Lead – Quality Systems, Te Korowai Kahurangi
9. Lead – Quality Partnering, Te Korowai Kahurangi
10. Manager, Te Korowai Kahurangi
11. Director, Enrolments and Academic Operations
12. Student President

5.2. Appointment via nomination shall comprise:

- Two Heads of School, nominated and appointed by the Executive Dean, Academic
- One Senior Academic from each School, nominated and appointed by each Head of School

5.3. Additional members may be co-opted by the Committee as necessary for a defined period or specific purpose.

5.4. The Chair of Te Poari Mātauranga | Academic Board shall appoint the Chair of the Committee.

5.5. The term of office of appointed members shall be two years.

5.6. Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.

5.7. Appointments shall be reviewed at or before the February meeting of Te Poari Mātauranga | Academic Board each year.

## 6. Review Guidelines

6.1. The Committee shall review its Terms of Reference annually.

## 7. Meeting Quorum 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.

<b>Version Details</b>
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Version: 1.1

Notes:

- Update committee names.
- Update formatting.
- Section 2.1.
  - Change work to be “within all the values of Te Noho Kotahitanga”.
- Section 5.1.
  - Add “Director, Under-25s Success”.
  - Add “Lead – Quality Partnering, Te Korowai Kahurangi”
  - Change from “General Manager, Operations” to “Director, Enrolments and Academic Operations”.

Last updated: 2020-03-12

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Endorsed by: Te Poari Whai Kouna | Quality Alignment Board

Endorsement date: -

Approved by: Te Poari Mātauranga | Academic Board

Approval date: -

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