					COMMITTEE WORK PLAN // Qua	lity Alignment Board 2020			
84 a.m.(1)	Droderst T	Correct Met	Manual Transa / Forms	Presentation		Submission Due to		Completie : Det	Netes
<u>Month</u>	Product Type	Source / Nature	Item / Topic / Focus	Frequency	<u>Author</u>	QAB@unitec.ac.nz	Presentation Due	Completion Date	<u>Notes</u>
Yet to Schedule									
100 10 001104410			School Evaluation						
			Service Centre Evaluation						
			Institute Evaluation		Kie Bu				
			Investment Plan		Kristine Brothers Finance / Commercial Services				
			Academic Risk Management		Thance / Commercial Convices	-			
			Producting that management			_			
EACH MEETING									
	_								
	Report	Progress Outcomes	Director Report - Māori  Director Report - Pacific	Every meeting	Director, Māori Success				Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report Report	Progress Outcomes Progress Outcomes	Director Report - Pacific  Director Report - International	Every meeting Every meeting	Director, Student Success Director, Pacific Success				Outlines progress against achievement of Priority Group Strategies and Operational Plans  Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report	Progress Outcomes	Director Report - Under 25s	Every meeting	Director, International Success	1			Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Report	Progress Outcomes	Academic Quality Action Plan	Every meeting	Director, Ako				Provides an update on progress against AQAP actions and intended outcomes
	Report	Progress Outcomes	Assuring Consistency (Levels 1-6)	Every meeting	Lead, Quality Partnering				Provides an update on progress and outcomes from NZQA Consistency Reviews
	Report	RAG	Assuring Consistency (Levels 1-6)	Every meeting	Lead, Quality Partnering				Provides an overview of Unitec Relevant Consistency Reviews
	Report	Progress Outcomes RAG	Degree Monitoring Outcomes  Degree Monitoring RAG	Every meeting	Lead, Quality Partnering  Lead, Quality Partnering				A rolling report on the outcomes from degree monitoring reports
	Report	RAG	Degree Monitoring RAG	Every meeting	Lead, Quality Partiering	1			Summarises progress and outcomes of degree monitoring
January			No Meeting						
			•						
February									
	Evaluation	Self-Assessment	QAB Membership and Terms of Reference	Each Year	QAB Members	2019-11-28	2019-11-28	Overdue	Annual Review of QAB Terms of Reference and Membership
March	Report	Update	Summary report on PAQC Chairs Reports	Each Quarter	PAQC Chairs	2020-03-04	2020-03-18	Overdue	Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering
	Report	Opuate	PAQC Chairs Reports	Lacii Quartei	I AQC Chairs	2020-03-04	2020-03-10	Overdue	which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends
									actions (see report templates for full details)
				•	•				
April									
	Report	Report	Report on Process and Outcomes from PEP process	Each Year	Te Korowai Kahurangi & Te Puna Ako	2020-04-08	2020-04-22	TBA	Reports on process which supports Programme Evaluation and Planning and provides thematic analysis of reports and
	Danast	Report	Student Performance Report	Fact Vaca	Ta Marannai Mahananai	2020 04 00	2020-04-22	TBA	recommends actions to be adopted
	Report	Report	Student Performance Report	Each Year	Te Korowai Kahurangi	2020-04-08	2020-04-22	IDA	Reports achievement against EPI and Graduate outcome targets and identifies any actions required
May									
	Review	Internal Evaluation and Review	Report on the Internal Evaluation and Review in late March	Each Year	Director Ako	2020-05-06	2020-05-20	TBA	Reports on process and outcomes of IER
	Review	Report	Report on Stakeholder Engagement	Each Year	Director, Industry Engagement	2020-05-06	2020-05-20	TBA	Summarises approaches to and effectiveness of Schools' stakeholder engagement
June									
	Report	Survey	Graduate Survey report	Each Year	Te Korowai Kahurangi	2020-06-03	2020-06-17	TBA	
	Report	TBC	Results of Annual Attestation Compliance Process	Each Year	Te Korowai Kahurangi	2020-06-03	2020-06-17	TBA	Summarises evidence to support annual attestation and recommends outcome to AB and CE
	Report	Update	Summary report on PAQC Chairs Reports PAQC Chairs Reports	Each Quarter	PAQC Chairs	2020-06-03	2020-06-17	TBA	Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes
			FAQC Chairs Reports						actions (see report templates for full details)
									actions (occurrence for fail actions)
July									
						2020-07-01	2020-07-15		
August	Dozart	De	Depart on CED outcomes	Foob Correct	To Vorous: V-b	2020.00.05	2020.00.40	TDA	Communicate the less findings from the CCD process
	Report	Report	Report on CEP outcomes	Each Semester	Te Korowai Kahurangi	2020-08-05	2020-08-19	TBA	Summarises the key findings from the CEP process
September									
2 2 1 20	Report	Update	Summary report on PAQC Chairs Reports	Each Quarter	PAQC Chairs	2020-09-09	2020-09-23	TBA	Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering
	·		PAQC Chairs Reports						which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends
									actions (see report templates for full details)
Cutub									
October	Report	Report	Report on Process and Outcomes from Interim PEP process	Each Year	Te Korowai Kahurangi & Te Puna Ako	2020-10-07	2020-10-21	TBA	I
	Report	Report	Report on Process and Outcomes from Interim PEP process	Each fear	Te Korowai Kanurangi & Te Pulia Ako	2020-10-07	2020-10-21	IDA	
									I .
November									
						2020-11-04	2020-11-18		
_									
December	Pana-t	Lladata	Summary report on PAQC Chairs Reports	Eash O	PAGC Chair-	OAR has no act of the		TDA	Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering
	Report	Update	PAQC Chairs Reports	Each Quarter	PAQC Chairs	QAB has no scheduled Dec meeting.		TBA	which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends
						Doc mooning.			actions (see report templates for full details)
	Report	Report	Report on CEP outcomes	Each Semester	Te Korowai Kahurangi			TBA	Summarises the key findings from the CEP process
	Evaluation	Self assessment	Committee Self assessment	Each Year	QAB			TBA	Summarises the key findings from the CEP process