

COMMITTEE WORK PLAN // Quality Alignment Board 2020									
Month	Product Type	Source / Nature	Item / Topic / Focus	Presentation Frequency	Author	Submission Due to QAB@unitec.ac.nz	Presentation Due	Completion Date	Notes
Yet to Schedule									
			School Evaluation						
			Service Centre Evaluation						
			Institute Evaluation						
			Investment Plan		Kristine Brothers				
			Academic Risk Management		Finance / Commercial Services				
EACH MEETING									
Report Report Report Report Report Report Report Report Report	Progress Outcomes	Director Report - Māori	Every meeting	Director, Māori Success					Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Progress Outcomes	Director Report - Pacific	Every meeting	Director, Student Success					Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Progress Outcomes	Director Report - International	Every meeting	Director, Pacific Success					Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Progress Outcomes	Director Report - Under 25s	Every meeting	Director, International Success					Outlines progress against achievement of Priority Group Strategies and Operational Plans
	Progress Outcomes	Academic Quality Action Plan	Every meeting	Director, Ako					Provides an update on progress against AQAP actions and intended outcomes
	Progress Outcomes	Assuring Consistency (Levels 1-6)	Every meeting	Lead, Quality Partnering					Provides an update on progress and outcomes from NZQA Consistency Reviews
	RAG	Assuring Consistency (Levels 1-6)	Every meeting	Lead, Quality Partnering					Provides an overview of Unitec Relevant Consistency Reviews
	Progress Outcomes	Degree Monitoring Outcomes	Every meeting	Lead, Quality Partnering					A rolling report on the outcomes from degree monitoring reports
	RAG	Degree Monitoring RAG	Every meeting	Lead, Quality Partnering					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 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 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 recommends actions to be adopted
	Report	Report	Student Performance Report	Each Year	Te Korowai Kahurangi	2020-04-08	2020-04-22	TBA	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/issues and recommends actions (see report templates for full details)
July									
						2020-07-01	2020-07-15		
August									
	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									
	Report	Update	Summary report on PAQC Chairs Reports 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 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)
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	
November									
						2020-11-04	2020-11-18		
December									
	Report	Update	Summary report on PAQC Chairs Reports PAQC Chairs Reports	Each Quarter	PAQC Chairs	QAB has no scheduled Dec meeting.		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/issues and recommends 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