Work Plan - Ako Ahimura (2020)

Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule	Student Support Annual Report			To go to Academic Board	Each Year	Director, Student Success				Summarises quantity and value of central services' support of students, and any actions being taken (includes: complaints, appeals, use and value add of support services, including closing the loop with Schools)
	Professional Development for Teachers Annual Report			To go to Academic Board	Each Year	Manager, Te Puna Ako (with input from Ako Ahimura)				Reports on processes and outcomes from the: - Teacher Capability Development (Badging) System - Teacher Induction System
	Student Satisfaction Annual Report			To go to Academic Board	Each Year	TBC (with input from Ako Ahimura)				Reports on outcome of Student NPS and actions
	Student President Annual Report	Kaitiaki of Students			Each Year	Student President Director, Student Succes				Summary Report which outlines work and effectiveness of Student Council, student representation, and any actions being/needing to be taken. Should it come here before AB, or after?
	Programme Evaluation and Planning Annual Report (Final)				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	(Academic Board - 2020-04-22)	(Academic Board - 2020-05-06)		Reports on programme evaluation process and outcomes and actions being taken to address any issues. Should it come here before AB, or after?
	Programme Evaluation and Planning Annual Report (Interim)				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	(Academic Board - 2020-08-19)	(Academic Board - 2020-09-02)		Reports on programme evaluation process and outcomes and actions being taken to address any issues. Should it come here before AB, or after?
	Learning and Teaching Strategy Annual Report	Kaitiaki of Learning and Teaching			Each Year	Director, Ako				Report on achievement of strategic priorities. Summarises achievement against strategy outcomes. Should it come here before AB, or after?
	Academic Integrity Semester Report	Kaitiaki of Learning and Teaching			Each Semester	Manager, Te Puna Ako				Summarises management and themes relating to Academic Integrity. Shall this go up to Academic Board?
AD HOC	Policy and Process Changes	-	Various	-	As needed	Various	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
	Other Matters	-	Various	-	As needed	Various	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
EACH MEETING	AA-LTC Subcommittee Report	Accountability to Academic Board	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, Ako Ahimura	(Within one week of the last meeting of Ako Ahimura.) (Flag as late entry)	(Academic Board normally meets one week after Ako Ahimura)	-	Summarises the latest work of the committee and issues needing to be raised.
	Māori Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Māori Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Pacific Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Pacific Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	International Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, International Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Under-25s Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Under-25s and Unitec Pathways College	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Academic Quality Action Plan Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Ako	-	-	-	Reports on progress against the Academic Quality Action Plan
	AB Report	Rangatira of Subcommittees	Memo for Information	-	Each month	Chair, Academic Board	-	-	-	Summarises the latest work of the committee and issues needing to be raised.
	Programme Reviews Report	-	-	-	Each month	Manager, Te Korowai Kahurangi	-	-	-	
	Teacher Capability Development Report	Kaitiaki of Learning and Teaching	Badging Completions	Feeds into: Professional Development for Teachers Annual Report (yet to schedule)	Each month	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers. Maybe Teacher Inductions could also be reported monthly, and thus simply have a Monthly (formative) and an Annual (summative / evaluative) form of the PD for Teachers Report.
January										No scheduled meetings for this month.
February							2020-02-12	2020-02-26		
March							2020-03-11	2020-03-25	Meeting Cancelled	
	Student Course Survey Annual Report	Kaitiaki of Student Success	Student Course Survey data from surveys in both semesters of the previous year	Submission due to AB by 2020-03-25 for meeting of 2020-04-08. (Flag for late entry.)	Each Year	Manager, Te Korowai Kahurangi	2020-03-11	2020-03-25	Deferred to 2020-04-29	Summarises student feedback on courses and identifies trends, and actions taken as a result.
April							2020-04-15	2020-04-29		
	Student Performance Report (Final)	Kaitiaki of Student Performance	PowerBI data from the previous year	To go to Academic Board, along with parallel input from QAB	Each Year	Manager, Te Korowai Kahurangi (with parallel input from Ako Ahimura and Quality Alignment Board) and / or Director, Ako	2020-04-15 2020-04-22 to Academic Board (Flag for late entry)	2020-04-29 2020-05-06 to Academic Board		Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	PAQC Thematic Report 2020-Q1	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-04-15 (after presentation to Academic Board 2020-04-08)	2020-04-29		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
May							2020-05-13	2020-05-27		
	Graduate Survey Report	TBC	Graduate Survey results	To go to Academic Board, along with parallel input from QAB	Each Year	Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or QAB) - TBC	2020-05-13 2020-05-20 to Academic Board (Flag for late entry)	2020-05-27 2020-06-03 to Academic Board	TBA	Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result. Academic Board appears to want this by the start of June, so it should be timed for this committee's May meeting.
June							2020-06-10	2020-06-24		
	Student Course Survey Report (Semester 1)	Kaitiaki of Student Success	Student Course Survey results for Semester 1	To go to Academic Board	Each Semester	Manager, Te Korowai Kahurangi	2020-06-10 2020-06-18 to Academic Board (Flag for late entry)	2020-06-24 2020-07-01 to Academic Board		Summarises student feedback on courses and identifies trends, and actions taken as a result.
July							2020-07-08	2020-07-22		
	PAQC Thematic Report 2020-Q2	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-07-08 (after presentation to Academic Board 2020-07-01)	2020-07-22		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
August							2020-08-12	2020-08-26		
	Student Performance Report (Semester 1)	Kaitiaki of Student Success	PowerBI data from the previous year	To go to Academic Board, along with parallel input from QAB	Each Year	Manager, Te Korowai Kahurangi (with parallel input from QAB)	2020-08-12 2020-08-19 to Academic Board	2020-08-26 2020-09-02 to Academic Board		Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
September							2020-09-16	2020-09-30		
October							2020-10-14	2020-10-28		
	Student Course Survey Report (Semester 2)	Kaitiaki of Student Success	Student Course Survey Results (Semester 2)	To go to Academic Board	Each Semester	Manager, Te Korowai Kahurangi	2020-10-14 2020-10-21 to Academic Board (Flag for late entry)	2020-10-28 2020-11-04 to Academic Board		Summarises student feedback on courses and identifies trends, and actions taken as a result.
	PAQC Thematic Report 2020-Q3	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-10-14 (after presentation to Academic Board 2020-10-07)	2020-10-28		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
November							2020-11-11	2020-11-25		
	AA-LTC Annual Report	Accountability to Academic Board	To go to Academic Board: Terms of Reference (2021) Membership (2021) Self-Assessment	Memo to Academic Board	Each Year	Chair, Ako Ahimura	2020-11-11 2020-11-18 to Academic Board (Flag for late entry)	2020-11-25 2020-12-02 to Academic Board		To assess and improve committee performance. To oversee committee self-assessment practice. To consider recommended changes to the Terms of Reference and Membership for 2021.
December										No scheduled meetings for this month.

PAQC Thematic Report 2020-Q4	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	Mid-Feb 2021	Late-Feb 2021 after Academic Board meets		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.