

Work Plan - Academic Approvals Committee (2020)										
Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule										
	Applications Annual Report	-	Submissions to AAC Applications to NZQA and TEC	TBC	Each Year	TBC, Te Korowai Kahurangi	-	-	-	Summarises successes and issues with applications considered and applications to NZQA and TEC.
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.
	New Programmes	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	PAQCs or Schools	-	-	-	
	Type-1 Changes	-	Memo for Approval with Application	Approved / Declined	As needed	Programme Improvement Committee	-	-	-	Evaluated and then decision made.
	Type-2 Changes	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	PAQCs or Schools	-	-	-	Evaluated and then decision made.
	Sub-contracted Delivery	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	PAQCs or Schools	-	-	-	
	Offshore Delivery	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	PAQCs or Schools	-	-	-	
	Teaching Location Approval	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	PAQCs or Schools	-	-	-	
EACH MEETING										
	AAC Subcommittee Report	Accountability to Academic Board	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, Academic Approvals Committee	(Within one week of the last AAC meeting)		-	Summarises the latest work of the committee and issues needing to be raised.
	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 Application Report	-	RAG Tracker		Each month	TBC, Te Korowai Kahurangi	-	-	-	Summarises applications expected or in development
January										
No scheduled meetings for this month.										
February										
							2020-01-29	2020-02-12		
March										
							2020-02-26	2020-03-11		
April										
							2020-04-01	2020-04-15		
May										
							2020-04-29	2020-05-13		
June										
							2020-05-27	2020-06-10		
July										
							2020-06-24	2020-07-08		
August										
							2020-07-29	2020-08-12		
September										
							2020-08-26	2020-09-09		
October										
							2020-09-30	2020-10-14		
November										
							2020-10-28	2020-11-11		

