Work Plan - Academic Board (2020)

Month Item Takitahi Inputs Output/s Frequency Author Submission Due Presentation Due Completion Date Other Details

All reports are required to reflect the principles and guidance outlined in the Academic Statute. $\underline{\text{Link to Academic Statute}}$

| Yet to Schedule | | | | | | | | | | |
|-----------------|--|----------------------------|--|-------------------------|---------------|--|---|---|---|--|
| | School Evaluation Service Centre | | | | | | | | | |
| | Evaluation | | | | | | | | | |
| | Institute Evaluation Investment Plan | | | | Each Year | Kristine Brothers | | | | Report on achievement of strategic priorities |
| | Academic Risk | | | | | Finance / Commercial Services | | | | |
| | Management | | | | 5 | 70.0 | | | | |
| | Industry and Stakeholder | | | | Each Year | TBC Heather Stonyer / | | | | Provides an evalution of stakeholder engagement approaches and effectiveness. |
| | Engagement Report | | | | | David Glover / Heads of School / | | | | Report requested both by Academic Board and Quality |
| | , | | | | | Director, Industry Engagement | | | | Alignment Board. |
| | | | | | | | | | | Summarises approaches to and effectiveness of |
| | | | | | | | | | | Schools' stakeholder engagement. |
| | Academic Portfolio | | | | Each Year | | | | | Report on achievement of strategic priorities |
| | Strategy Learning and Teaching | | | | Each Year | Director, Ako | | | | Report on achievement of strategic priorities. |
| | Strategy Annual Report | | | | Lacii i cai | Billiotol, And | | | | Summarises achievement against strategy outcomes. |
| | Delivery Arrangements | | | | Each Year | Manager, Te Korowai Kahurangi | | | | Summarises currently approved delivery |
| | , , | | | | | | | | | arrangements: sub-contracted delivery |
| | | | | | | | | | | teaching locations offshore delivery |
| | | | | | | | | | | Secondary Schools delivery (including use of Unitec |
| | Student Support | | | | Foot Year | Director, Student Success | | | | provider number by School) Summarises quantity and value of central services' |
| | Student Support | | | | Each Year | (with input from Ako Ahimura) | | | | support of students, and any actions being taken |
| | | | | | | | | | | (includes: complaints, appeals, use and value add of support services, including closing the loop with |
| | Fredrica essinat | | | | Each Year | Director, International Success | | | | Schools) Summarises Unitec's self assessment against the |
| | Evaluation against International Code of | | | | Each real | Director, international Success | | | | Code of Practice. |
| | Practice | | | | | | | | | How does this relate to: |
| | | | | | | | | | | (September) Education Code of Practice - Performance Self- |
| | | | | | | | | | | Assessment Report |
| | Evaluation against Domestic Code of | | | | Each Year | Director, Student Success | | | | Summarises Unitec's self assessment against the Code of Practice. |
| | Practice | | | | | | | | | |
| | (TBC) | | | | | | | | | How does this relate to: (September) |
| | | | | | | | | | | Education Code of Practice - Performance Self- Assessment Report |
| | Student President | Kaitiaki of Students | | | Each Year | Student President | | | | Summary Report which outlines work and |
| | Annual Report | | | | | Director, Student Succes | | | | effectiveness of Student Council, student representation, and any actions being/needing to be |
| | | | | | | | | | | taken. (Also goes to Ako Ahimura.) |
| | Professional | | | | Each Year | Manager, Te Puna Ako | | | | Reports on processes and outcomes from the: |
| | Development for Teachers Annual Report | | | | | (with input from Ako Ahimura) | | | | - Teacher Capability Development (Badging) System - Teacher Induction System |
| | · | | | | | | | | | • |
| | Degree Monitoring Annual Report | | | | Each Year | Manager, Te Korowai Kahurangi (with input from QAB) | | | | Reports on processes and outcomes of Degree Monitoring. |
| | Assuring Consistency | | | | Each Year | Manager, Te Korowai Kahurangi | | | | Reports on processes and outcomes of Assuring |
| | Annual Report | | | | | (with input from QAB) | | | | Consistency. |
| | In atitution of Committee of | | | | Foot Voor | Managar Ta Karausi Kaburansi | | | | Is this related to Consistency Reviews? |
| | Institutional Compliance with NZQA Annual | | | | Each Year | Manager, Te Korowai Kahurangi (with input from QAB) | | | | Reports on outcome of annual attestatino and actions being taken. |
| | Report | | | | | | | | | Is this related to the Statutory Declarations? |
| | Student Satisfaction | | | | Each Year | TBC | | | | Reports on outcome of Student NPS and actions |
| | Annual Report Institutional Self- | | Institutional self-assessment | | Each Year | (with input from Ako Ahimura) Director, Ako | | | | Reports on whole of institute self-assessment |
| | Assessment Annual Report | | activities | | | | | | | outcome, incorporating: School (Portfolio) reviews |
| | rtoport | | | | | | | | | Support Team Reviews |
| | | | | | | | | | | Connects to Self-Assessment document for |
| | | | | | | | | | | NZQA/EER. |
| | | | | | | | | | | Needs to be after PEP Reporting, possibly in May (TBC). |
| | Internal Evaluation and | | Process and Outcomes of IER | | - | IER Evaluators | | - | | To go to both Academic Board and Quality Alignment |
| | Review Report | • | Process and Outcomes of IER | | - | and | - | • | - | Board. |
| | | | | | | Director, Ako | | | | |
| AD HOC | | | | | | | | | | |
| OTHER | | | | | | | | | | |
| | Policy and Process Changes | • | Various | - | As needed | Various | - | - | - | Any ad hoc matters should first be discussed with the Chair prior to preparing a paper in order to determine |
| | g | | | | | | | | | the best way of handling the matter. Any changes to Policy, Procedure and / or Process which clearly align |
| | | | | | | | | | | to the work of a Subcommittee shall be delegated by |
| | | | | | | | | | | default to that Subcommittee. |
| | Other Matters | | Various | - | As needed | Various | | - | - | Ensures Academic Board is kept informed of matters |
| | | | | | | | | | | of relevance. Any ad hoc matters should first be discussed with the |
| | | | | | | | | | | Chair prior to preparing a paper in order to determine the best way of handling the matter. |
| | Performance Based | - | Memo from Tūāpapa Rangahau | - | Every 6 years | Director, Research and Enterprise | - | - | - | Summary of PBRF outcomes. |
| | Research Fund (PBRF) Report | | | | | | | | | |
| EACH MEETING | | | | | | | TWO WEEKS before | | • | |
| EACH MEETING | | | | | | | the meeting | | | |
| | Māori Success Report | Kaitiaki of QMS Processes | Māori Success Strategy | - | - | Director, Māori Success | | | | Outlines progress against achievement of Strategy and Operational Plan. |
| | Pacific Success Report | Kaitiaki of QMS Processes | Pacific Success Strategy | - | - | Director, Pacific Success | | | | Outlines progress against achievement of Strategy and Operational Plan. |
| | International Success | Kaitiaki of QMS Processes | International Success Strategy | - | - | Director, International Success | | | | Outlines progress against achievement of Strategy and |
| | Report Under-25s Success | Kaitiaki of QMS Processes | Under-25s Success Strategy | - | - | Director, Under-25s and Unitec Pathways | | | | Operational Plan. Outlines progress against achievement of Strategy and |
| | Report | | | | | College | | | | Operational Plan. |
| | Student Success Report | Kaitiaki of QMS Processes | TBC | - | - | Director, Student Success Student President | | | | |
| | Industry Engagement Report | Kaitiaki of QMS Processes | TBC | - | - | TBC | | | | |
| | Waitākere Report | Kaitiaki of QMS Processes | Waitākere Strategy | - | - | TBC | | | | |
| | Manaakitia te Rito Report | Kaitiaki of QMS Processes | Manaakitia te Rito Renewal Strategy | - | - | TBC | | | | |
| | Academic Quality Action Plan Report | Kaitiaki of QMS Processes | AQAP | - | - | Director, Ako | | | | Reports on progress against the Academic Quality Action Plan |
| | AB | Kaitiaki of QMS Processes | Minutes of latest meeting/s | NZIST Academic Board | - | Chair, Academic Board | | | | Summarises the latest work of the committee and |
| | Committee Report | | | All Subcommittees of AB | | | | | | issues needing to be raised. |
| | URC | Kaitiaki of QMS Processes | Minutes of latest meeting/s | - | - | Chair, Unitec Research Committee | | | | Summarises the latest work of the committee and |
| | Subcommittee Report | | | | | | | | | issues needing to be raised. |
| | UREC Subcommittee | Kaitiaki of QMS Processes | Minutes of latest meeting/s | - | - | (Presenter) Director, Research and Enterprise | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Report | | | | | | | | | _ |
| | PGRSC Subcommittee | Kaitiaki of QMS Processes | Minutes of latest meeting/s | - | - | Chair, Postgraduate Research and Scholarships Committee | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Report | Validate of ONES Dec | Minute f l-1 | | | · | | | | _ |
| | AAC Subcommittee | Kaitiaki of QMS Processes | Minutes of latest meeting/s | - | - | Chair, Academic Approvals Committee | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Report AA-LTC | Kaitiaki of QMS Processes | Minutes of latest master to | | | Chair Ako Ahimum | (Flag as a regular late | | | Summarises the latest work of the committee and |
| | Subcommittee | Natuani di Qivio Processes | Minutes of latest meeting/s | - | - | Chair, Ako Ahimura | (Flag as a regular late entry due to Ako | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Report | | | | | | Ahimura meeting one week before Academic | | | |
| | | N-W. C. Z. T. T. | Minutes | | | Obst. O. III. | Board.) | | | |
| | QAB Subcommittee | Kaitiaki of QMS Processes | Minutes of latest meeting/s | - | - | Chair, Quality Alignment Board | (Flag as a regular late entry due to QAB | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Report | | | | | | meeting two weeks before Academic | | | _ |
| | | | 1 | | | | Board.) | | 1 | 1 |

| | Programme | Kaitiaki of QMS Processes | TBC | _ | | Manager, Te Korowai Kahurangi | | | | |
|----------------------------------|--|---|---|--|---|---|--|--|-------------------------|---|
| | Development Report Programme Closure | Kaitiaki of QMS Processes | TBC | - | <u> </u> | Manager, Te Korowai Kahurangi | | | | |
| | Report Degree Monitoring | Kaitiaki of QMS Processes | TBC | - | - | Manager, Te Korowai Kahurangi | | | | |
| | Report Academic Risk Register Report | Kaitiaki of QMS Processes | Programme Risk Registers PowerBl dashboard Thematic analysis of Quarterly | - | - | Manager, Te Korowai Kahurangi | | | | Provides oversight of key academic risks across academic provision. |
| | | | PAQC Reports | | | | | | | |
| anuary | | | | | | | | | | |
| ebruary | Māori Success Review | Kaitiaki of Māori students Te Tiriti o Waitangi | Outcomes of the previous year | - | Each Semester | Director, Māori Success | 2020-01-22 | 2020-02-05 | TBC | |
| | Pacific Success Review | Kaitiaki of Pacific students | Outcomes of the previous year | - | Each Semester | Director, Pacific Success | 2020-01-22 | 2020-02-05 | TBC | |
| | | Global neighbourhood citizenship | | | | | | | | |
| March | Student Performance Report (Interim) | Kaitiaki of Student Success | PowerBI data from the previous year | - | Each Year | Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura) | 2020-02-19 | 2020-03-04 | TBC | Reports achievement against EPI and Graduate outcome targets and identifies any actions requir |
| | | | | | | | | | | Combined analysis from Te Puna Ako and Te Ko Kahurangi. |
| | Degree Monitoring Annual Report | Kaitiaki of Academic Quality | Degree Monitoring Reports and Tracking from the previous year | - | Each Year | TBC | 2020-02-19 | 2020-03-04 | TBC | "This will move to the second half of the year as degree monitoring transitions to first third of year |
| | Industry Engagement Annual Report | TBC | Employer Survey results collected every 2nd November | - | Each Year | TBC | 2020-02-19 | 2020-03-04 | TBC | |
| | Complaints Annual | Kaitiaki of QMS Processes | Data from Complaints in the | - | Each Year | TBC | 2020-02-19 | 2020-03-04 | TBC | |
| | Report Appeals Annual Report | Kaitiaki of QMS Processes | previous year Data from Appeals in the previous year | - | Each Year | TBC | 2020-02-19 | 2020-03-04 | TBC | |
| April | | | providuo year | | | | | | | |
| | Student Course Survey Annual Report | Kaitiaki of Student Success | Student Course Survey data from surveys in both semesters | - | Each Year | Manager, Te Korowai Kahurangi (with input from Ako Ahimura) | 2020-03-25 | 2020-04-08 | | Summarises student feedback on courses and identifies trends, and actions taken as a result. |
| | Student Success Annual | Kaitiaki of Student Success | of the previous year | - | Each Year | TBC | 2020-03-25 | 2020-04-08 | | |
| | Report Enrolments Processing | Kaitiaki of QMS Processes | TBC | - | Each Year | TBC | 2020-03-25 | 2020-04-08 | | |
| | Annual Report | Kalifali af OMO Barrens | DAGG GALLAND BALLAND | | Forth Overton | Land Carlita Partners Talk | 0000 00 05 | 0000 04 00 | | Davids at the state of DAGG Control of |
| | PAQC Thematic Report 2020-Q1 | Kaitiaki of QMS Processes | PAQC Quarterly Reports and the Thematic Analysis | - | Each Quarter | Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB) | 2020-03-25 | 2020-04-08 | | Provides a thematic analysis of PAQC Quarterly (Reports and any actions being taken. |
| May | Staff Pulse Survey | Manaaki of Staff | Staff Pulse Survey results for | - | Each Year | TBC | 2020-04-22 | 2020-05-06 | | |
| | Report Student Performance | Kaitiaki of Student Performance | the previous year | - | Each Year | Manager, Te Korowai Kahurangi | 2020-04-22 | 2020-05-06 | | Reports achievement against EPI and Graduate |
| | Report (Final) | | year | | | (with input from QAB and Ako Ahimura) | | | 2020-06-03 Item 3.1. | outcome targets and identifies any actions require Combined analysis from Te Puna Ako and Te Ko |
| | Programme Evaluation | Keikiaki of OMC Pressess | Programme Evaluation & | | Each Year | Managar Ta Kanayai Kahurangi | 2020-04-22 | 2020 05 06 | item 3.1. | Kahurangi. |
| | and Planning (PEP) Annual Report | Kaitiaki of QMS Processes | Planning (PEP) Reports submitted to QAB in the | - | Each real | Manager, Te Korowai Kahurangi (with input from QAB) | 2020-04-22 | 2020-05-06 | | Reports on programme evaluation process and outcomes and actions being taken to address any issues |
| | (Final) | | previous academic year | | | | | | | |
| June | Graduate Survey Report | TBC | Graduate Survey results | To go to Academic Board, along | Each Year | Manager, Te Korowai Kahurangi | 2020-05-06 | 2020-05-20 | | Summarises graduate feedback on programmes |
| | Oraquato curvey resport | 150 | Graduite Survey results | with parallel input from Ako Ahimura | Edon rour | (with input from Ako Ahimura and / or Quality Alignment Board) | 2020-05-20 to | 2020-06-03 to | 574 | qualifications, identifies trends and Actions being as a result |
| | | | | | | and / or Director, Ako | Academic Board (Flag for late entry) | Academic Board | ETA 2020-08-05 | Academic Board appears to want this by the start June, so it should be timed for this committee's M |
| | | | | | | | | | | meeting. |
| July | Student Course Survey | Kaitiaki of Student Success | Student Course Survey results | - | Each Semester | Manager, Te Korowai Kahurangi | 2020-06-17 | 2020-07-01 | | Summarises student feedback on courses and |
| | Report (Semester 1) Student NPS Survey | Kaitiaki of Student Success | for Semester 1 Student Net Promoter Score | - | Each Semester | (with input from Ako Ahimura) TBC | 2020-06-17 | 2020-07-01 | | identifies trends, and actions taken as a result. |
| | Report (Semester 1) | | (NPS) Survey results for Semester 1 | | | | | | | |
| | Award of Qualifications Report Research Productivity | Kaitiaki of Student Success TBC | TBC Research Outputs Management | - | TBC Each Year | TBC Director, Research and Enterprise | 2020-06-17 | 2020-07-01 | | This process involves the auditing of all degree |
| | Traffic Light (RPTL) | | | | Edon rodi | Director, research and Enterprise | 2020-00-17 | 2020-07-01 | | |
| | Report | | (ROMS) database | | | | | | | teaching staffs research outputs over the last two years. |
| | | Kaitiaki of QMS Processes | PAQC Quarterly Reports and the Thematic Analysis | - | Each Quarter | Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAR) | 2020-06-17 | 2020-07-01 | | teaching staffs research outputs over the last two years. |
| | Report PAQC Thematic Report | Kaitiaki of QMS Processes | PAQC Quarterly Reports and the Thematic Analysis Memo from | - Statutory Declaration to NZQA from Chief Executive | Each Quarter Each Year | | 2020-06-17 | 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C Reports and any actions being taken. Summarises evidence to support annual attestatic |
| | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to | | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation | Statutory Declaration to NZQA | | Kahurangi (with input from QAB) | | | 2020-06-03 Item 3.2 | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C |
| | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to | | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board | Statutory Declaration to NZQA | | Kahurangi (with input from QAB) | 2020-06-17 | | 2020-06-03 Item 3.2. | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board and |
| August | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA | TBC | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation | Statutory Declaration to NZQA | Each Year | Kahurangi (with Input from QAB) Chair, Quality Alignment Board | 2020-06-17 (Flag as late entry) | 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an |
| August | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review | TBC Kaitiaki of Māori students Te Tiriti o Waltangi | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester | Statutory Declaration to NZQA | Each Year Each Semester | Kahurangi (with input from QAB) Chair, Quality Alignment Board Director, Māori Success | 2020-06-17 (Flag as late entry) | 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly of Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an |
| August | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA | TBC Kaitiaki of Māori students | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process | Statutory Declaration to NZQA from Chief Executive | Each Year | Kahurangi (with Input from QAB) Chair, Quality Alignment Board | 2020-06-17 (Flag as late entry) | 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an |
| August | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review | TBC Kaitiaki of Māori students Te Tiriti o Waitangi Kaitiaki of Pacific students | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester Outcomes of the previous | Statutory Declaration to NZQA from Chief Executive | Each Year Each Semester | Kahurangi (with input from QAB) Chair, Quality Alignment Board Director, Māori Success | 2020-06-17 (Flag as late entry) | 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an Chief Executive. Sourced internally from various sources, which involves outcomes relating to our KPIs and other contents. |
| August | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review Pacific Success Review Research | TBC Kaitiaki of Māori students Te Tiriti o Waitangi Kaitiaki of Pacific students Global neighbourhood citizenship | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester Outcomes of the previous semester KPIs & | Statutory Declaration to NZQA from Chief Executive | Each Semester Each Semester | Kahurangi (with input from QAB) Chair, Quality Alignment Board Director, Māori Success Director, Pacific Success | 2020-06-17 (Flag as late entry) 2020-07-22 2020-07-22 | 2020-07-01 2020-08-05 2020-08-05 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly of Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an Chief Executive. |
| August | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review Pacific Success Review Research Annual Report | TBC Kaitiaki of Māori students Te Tiriti o Waitangi Kaitiaki of Pacific students Global neighbourhood citizenship TBC | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester Outcomes of the previous semester KPIs & Internal sources | Statutory Declaration to NZQA from Chief Executive | Each Semester Each Semester Each Year | Kahurangi (with input from QAB) Chair, Quality Alignment Board Director, Māori Success Director, Pacific Success Director, Research and Enterprise | 2020-06-17 (Flag as late entry) 2020-07-22 2020-07-22 2020-06-17 | 2020-07-01 2020-08-05 2020-08-05 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly C Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board and Chief Executive. Sourced internally from various sources, which involves outcomes relating to our KPIs and other of tasks/projects. Reports against Research outcome targets. |
| | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review Pacific Success Review Research | TBC Kaitiaki of Māori students Te Tiriti o Waitangi Kaitiaki of Pacific students Global neighbourhood citizenship | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester Outcomes of the previous semester KPIs & Internal sources Programme Evaluation & Planning (PEP) Reports submitted to QAB for the end of | Statutory Declaration to NZQA from Chief Executive | Each Semester Each Semester | Kahurangi (with input from QAB) Chair, Quality Alignment Board Director, Māori Success Director, Pacific Success | 2020-06-17 (Flag as late entry) 2020-07-22 2020-07-22 | 2020-07-01 2020-08-05 2020-08-05 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly of Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an Chief Executive. Sourced internally from various sources, which involves outcomes relating to our KPIs and other tasks/projects. |
| | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review Pacific Success Review Research Annual Report Programme Evaluation and Planning (PEP) Annual Report (Interim) Staff Pulse Survey | TBC Kaitiaki of Māori students Te Tiriti o Waitangi Kaitiaki of Pacific students Global neighbourhood citizenship TBC | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester Outcomes of the previous semester KPIs & Internal sources | Statutory Declaration to NZQA from Chief Executive | Each Semester Each Semester Each Year | (with input from QAB) Chair, Quality Alignment Board Director, Māori Success Director, Pacific Success Director, Research and Enterprise | 2020-06-17 (Flag as late entry) 2020-07-22 2020-07-22 2020-06-17 | 2020-07-01 2020-08-05 2020-08-05 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly of Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an Chief Executive. Sourced internally from various sources, which involves outcomes relating to our KPIs and other tasks/projects. Reports against Research outcome targets. |
| | Report PAQC Thematic Report 2020-Q2 Statutory Declaration to NZQA Māori Success Review Pacific Success Review Pacific Success Review Research Annual Report Programme Evaluation and Planning (PEP) Annual Report (Interim) Staff Pulse Survey Report Student Performance | TBC Kaitiaki of Māori students Te Tiriti o Waitangi Kaitiaki of Pacific students Global neighbourhood citizenship TBC Kaitiaki of QMS Processes | PAQC Quarterly Reports and the Thematic Analysis Memo from Quality Alignment Board Results of Annual Attestation Compliance Process Outcomes of the previous semester Outcomes of the previous semester KPIs & Internal sources Programme Evaluation & Planning (PEP) Reports submitted to QAB for the end of Semester 1 Staff Pulse Survey results PowerBI data from the previous | Statutory Declaration to NZQA from Chief Executive | Each Semester Each Semester Each Year | Manager, Te Korowai Kahurangi (with input from QAB) Chair, Quality Alignment Board Director, Māori Success Director, Pacific Success Director, Research and Enterprise Manager, Te Korowai Kahurangi (with input from QAB) TBC Manager, Te Korowai Kahurangi | 2020-06-17 (Flag as late entry) 2020-07-22 2020-07-22 2020-06-17 | 2020-07-01 2020-08-05 2020-08-05 2020-07-01 | | teaching staffs research outputs over the last two years. Provides a thematic analysis of PAQC Quarterly of Reports and any actions being taken. Summarises evidence to support annual attestatic and recommends outcome to Academic Board an Chief Executive. Sourced internally from various sources, which involves outcomes relating to our KPIs and other tasks/projects. Reports against Research outcome targets. Reports on programme evaluation process and outcomes and actions being taken to address any issues |
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| QAB Annual Report | Rangatira of Subcommittees | Memo for Approval | Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment | Each Year | Chair, Quality Alignment Board | 2020-11-18 | 2020-12-02 | 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. |
|------------------------------|----------------------------|--|---|---------------|-------------------------------------|------------|------------|--|
| AA-LTC Annual Report | Rangatira of Subcommittees | Memo for Approval | Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment | Each Year | Chair, Ako Ahimura | 2020-11-18 | 2020-12-02 | 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. |
| AAC Annual Report | Rangatira of Subcommittees | Memo for Approval | Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment | Each Year | Chair, Academic Approvals Committee | 2020-11-18 | 2020-12-02 | 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. |
| Student NPS Survey Report | Manaaki of Students | Student Net Promoter Score (NPS) Survey Results | - | Each Semester | Manager, Te Korowai Kahurangi | 2020-11-18 | 2020-12-02 | |

Late Jan / Early

| Feb 2021 | |
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| TBC | AB Annual Report | Accountability to NZIST as Kaitiaki of the Unitec QMS | Terms of Reference (2021) Membership (2021) | Memo to NZIST Academic Board | Each Year | Chair, Academic Board | ASAP in 2021 | ASAP in 2021 | To assess and improve committee performance. To oversee committee self-assessment practice. | |
| | | | Self-Evaluation Responses | | | | | | To consider recommended changes to the Terms of | |
| | | | | | | | | | Reference and Membership for 2021. | |
| | | | | | | | | | | |
| | PAQC Thematic Report | Kaitiaki of QMS Processes | PAQC Quarterly Reports and | - | Each Quarter | Lead - Quality Partnering, Te Korowai | ASAP in 2021 | ASAP in 2021 | Provides a thematic analysis of PAQC Quarterly Chair | |
| | 2020-Q4 | | the Thematic Analysis | | | Kahurangi | | | Reports and any actions being taken. | |
| | 1 | | | | | (with input from QAB) | | | | |