<u>Month</u>	<u>Item</u>	Takitahi	Input/s	Output/s	Frequency	orovals Committee (2020) <u>Author</u>	Submission Due	Presentation Due	Completion Date	Other Details
·	<u>itom</u>	<u>I dritaiii</u>	nipuo-	<u>Juipubs</u>	. roquerity	<u> Autiliti</u>	<u>Justiliodioli Duc</u>	1 1000 Hadion Due	Completion Date	onioi bomila
AD HOC	Deliev and Presses		Various		As pooded	Vorigue	ı	Т		Discuss the matter with the Chair prior to writing a
	Policy and Process Changes	-	Various	-	As needed	Various	-	-	-	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	Programme Teams	-	-	-	Evaluated and then decision made. Incomplete applications can not be considered.
	Type-1 Changes	-	Memo for Approval with Application	Approved / Declined	As needed	Programme Teams	-	-	-	Evaluated and then decision made. Incomplete applications can not be considered.
	Type-2 Changes	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	Programme Teams	-	-	-	Evaluated and then decision made. Incomplete applications can not be considered.
	Sub-contracted Delivery	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	Programme Teams	-	-	-	Evaluated and then decision made. Incomplete applications can not be considered.
	Offshore Delivery	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	Programme Teams	-	-	-	Evaluated and then decision made. Incomplete applications can not be considered.
	Teaching Location Approval	-	Memo for Approval with Application	Approved / Endorsed to ABSC / Declined	As needed	Programme Teams	-	-	-	Evaluated and then decision made. Incomplete applications can not be considered.
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ACH MEETING		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	Lead, Programme Development and	-	-	-	Summarises applications expected or in developmen
	110,000					Manager, Te Korowai Kahurangi				
January										No scheduled meetings for this month.
February							2020-01-29	2020-02-12		
1 obruury							1020 01 20			
March (2021)							2020-02-26	2020-03-11		
narcii (2021)	Applications Annual	-	Submissions to AAC	Report on Process and	Each Year	Lead, Programme Development and	-	-	-	Summarises successes and issues with applications
	Report		Applications to NZQA and TEC	outcomes of applications for external approval		Management, Te Korowai Kahurangi				considered and applications to NZQA and TEC duri 2020
										1
April							2020-04-01	2020-04-15		I
May						I	2020-04-29	2020-05-13		
				1						•
June							2020-05-27	2020-06-10		I
						•				•
July	Policy / Procedure		Commence review of:	Determination of extent of	three yearly	Chair, Academic Approvals Committee	2020-06-24	2020-07-08		Committee to review policy/procedure to determine
	Review		- Academic Development and Approval Policy (AC1.0)	review required.	unee yearry	Ghail, Academic Approvals Committee				whether any changes are required and if it remains for purpose.
August							2020-07-29	2020-08-12		
	Policy / Procedure Review		Commence review of: - Qualification and Programme Development and Approval Procedure (AC1.1)	Determination of extent of review required.	three yearly	Chair, Academic Approvals Committee				Committee to review policy/procedure to determine whether any changes are required and if it remains for purpose.

September							2020-08-26	2020-09-09	
	Policy / Procedure Review		Commence review of: - Short Course, Training Scheme, and Vocational Pathway Procedure (AC1.3)	Determination of extent of review required.	three yearly	Chair, Academic Approvals Committee			Committee to review policy/procedure to determine whether any changes are required and if it remains fit for purpose.
October							2020-09-30	2020-10-14	
	Plan for AAC Annual Report		Committee discussion	Content of annual report	ad hoc	Committee			To determine the final format for the annual report on 2020 applications due in March of the following year
November							2020-10-28	2020-11-11	
	AAC 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, Academic Approvals Committee	2020-11-18 to Academic Board	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		I			I				No scheduled meetings for this month.
Late Jan / Early Feb 2021						,			,