

COMMITTEE WORK PLAN // Quality Alignment Board 2020										
Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule										
(Requirements under development)	Industry and Stakeholder Engagement Report				Each Year	TBC Heather Stonyer / David Glover / Heads of School / Director, Industry Engagement				Provides an evaluation of stakeholder engagement approaches and effectiveness.  Report requested both by Academic Board and Quality Alignment Board.  Summarises approaches to and effectiveness of Schools' stakeholder engagement.
AD HOC										
	Policy and Process Changes	-	Various	-	As needed	Various	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
	Summary Report on Specific Programme Review	Kaitiaki of Academic Quality	Programme reviews and resulting actions	-	As needed	PAQC Chair/s  Te Korowai Kahurangi	-	-	-	Summarises outcome of review and actions being taken.
	Summary Report on Professional Accreditation / Registration	Kaitiaki of Academic Quality	Reviews by external bodies and resulting actions	-	As needed	PAQC Chairs	-	-	-	Summarises outcome of review by external body and any actions being taken.
	Other Matters	-	Various	-	As needed	Various	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
EACH MEETING										
	QAB Subcommittee Report	Accountability to Academic Board	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, QAB	(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
	Consistency Reviews Report (Levels 1-6)	Kaitiaki of Academic Quality	Memo with RAG Tracker	-	Every meeting	Lead, Quality Systems	-	-	-	Provides an update on progress and outcomes from NZQA Consistency Reviews. Provides an overview of Unitec Relevant Consistency Reviews. A rolling report on the outcomes from assuring consistency.
	Degree Monitoring Report	Kaitiaki of Academic Quality	Memo with RAG Tracker	-	Every meeting	Lead, Quality Partnering	-	-	-	Summarises progress and outcomes of degree monitoring. A rolling report on the outcomes from degree monitoring reports.
2020										
January										
										No Meeting
										No scheduled meetings for this month.
February										
	Evaluation	Self-Assessment	QAB Membership and Terms of Reference	-	Each Year	QAB Members	2019-11-28	2019-11-28	TBC	Annual Review of QAB Terms of Reference and Membership
	PAQC Memberships	Rangatira of PAQCs	Memberships of each PAQC for the year coming	-	Each Year	PAQC Chairs	-	Final meeting of Quality Alignment Board for a year	TBC	Identifies members of each committee, and their roles in the committee.
March										
	PAQC Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress against them	PAQC Thematic Report 2020-Q1	Each Quarter	PAQC Chairs	2020-03-04	2020-03-18	Done	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). After review by QAB, the Thematic Report then goes up to Academic Board.
	PAQC Thematic Report 2020-Q1	Kaitiaki of PAQCs	PAQC Chairs Reports	To go to Academic Board	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	2020-03-04	2020-03-18	Done	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). After review by QAB, the Thematic Report then goes up to Academic Board.
April										
	Programme Evaluation and Planning (PEP) Annual Report (Final)	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB in the previous academic year	To go to Academic Board	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Te Puna Ako)	2020-04-08 2020-04-22 to Academic Board (Flag for late entry)	2020-04-22 2020-05-06 to Academic Board	WIP	Reports on programme evaluation process and outcomes and actions being taken to address any issues. Reports on process which supports Programme Evaluation and Planning and provides thematic analysis of reports and recommends actions to be adopted
	Student Performance Report (Final)	Kaitiaki of Student Performance	PowerBI data from the previous year	To go to Academic Board, along with parallel input from Ako Ahimura	Each Year	Manager, Te Korowai Kahurangi (with parallel input from both Ako Ahimura and Quality Alignment Board) and / or Director, Ako	2020-04-08 2020-04-22 to Academic Board (Flag for late entry)	2020-04-22 2020-05-06 to Academic Board	Done	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	Degree Monitoring Annual Report	Kaitiaki of QMS Processes	Degree Monitoring Reports	To go to Academic Board	Each Year	Lead, Quality Partnering, Te Korowai Kahurangi	Delayed to July due to Lockdown impacts 2020-08-05	2020-08-19	TBA	Reports on processes and outcomes of Degree Monitoring.
	Assuring Consistency Annual Report	Kaitiaki of QMS Processes	Consistency Reviews	To go to Academic Board	Each Year	Lead, Quality Systems, Te Korowai Kahurangi	Delayed to July due to Lockdown impacts 2020-08-05	2020-08-19	TBA	Reports on processes and outcomes in support of NZQA Consistency Reviews.
May										
	Report on the Internal Evaluation and Review in late March	Internal Evaluation and Review			Each Year	Director Ako	2020-05-06	2020-05-20	TBA	Reports on process and outcomes of IER
	Report on Stakeholder Engagement	Report			Each Year	Director, Industry Engagement	2020-05-06	2020-05-20	TBA	Summarises approaches to and effectiveness of Schools' stakeholder engagement
	Graduate Survey Report	TBC	Graduate Survey results	To go to Academic Board, along with parallel input from Ako Ahimura	Each Year	Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako	2020-05-06 2020-05-20 to Academic Board (Flag for late entry)	2020-05-20 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										
	Statutory Declaration to NZQA	TBC	Results of Annual Attestation Compliance Process	Statutory Declaration from Chief Executive to NZQA	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-06-03	2020-06-17	TBA	Summarises evidence to support annual attestation and recommends outcome to Academic Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken.
July										
	PAQC Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress against them	PAQC Thematic Report 2020-Q2	Each Quarter	PAQC Chairs	Delayed to 2020-08-05 due to impact of Lockdown restrictions	Delayed to 2020-08-19 due to impact of Lockdown restrictions	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). After review by QAB, the Thematic Report then goes up to Academic Board.
	PAQC Thematic Report 2020-Q2	Kaitiaki of PAQCs	PAQC Chairs Reports	To go to Academic Board	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	Delayed to 2020-08-05 due to impact of Lockdown restrictions	Delayed to 2020-08-19 due to impact of Lockdown restrictions	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). After review by QAB, the Thematic Report then goes up to Academic Board.
	Internal Evaluation and Review (IER) Report	-	Process and Outcomes of IER	-	-	IER Evaluators and Director, Ako	2020-07-01	2020-07-15	TBA	To go to both Academic Board and Quality Alignment Board.
August										
	Student Performance Report (Semester 1)	Kaitiaki of Student Success	PowerBI data from the previous year Outcomes of the CEP Process	To go to Academic Board, along with parallel input from Ako Ahimura	Each Year	Manager, Te Korowai Kahurangi (with parallel input from Ako Ahimura)	2020-08-05 2020-08-19 to Academic Board	2020-08-19 2020-09-02 to Academic Board	TBA	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Summarises the key findings of the CEP Process.
	Programme Evaluation and Planning (PEP) Annual Report (Interim)	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB for the end of Semester 1	To go to Academic Board	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-08-05 2020-08-19 to Academic Board	2020-08-19 2020-09-02 to Academic Board	TBA	Reports on programme evaluation process and outcomes and actions being taken to address any issues.  Brought forward from October so to align with submission of the report to Academic Board in September.
	Course Evaluation and Planning (CEP) Outcomes Report	Kaitiaki of QMS Processes	CEP Reports for Semester 1	-	Each Semester (two months after end of semester)	Lead, Quality Systems, Te Korowai Kahurangi	2020-08-05	2020-08-19	TBA	Summarises key findings of CEP Process.
September										
	PAQC Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress against them	PAQC Thematic Report 2020-Q3	Each Quarter	PAQC Chairs	TBC	TBC	TBC	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). After review by QAB, the Thematic Report then goes up to Academic Board.

	PAQC Thematic Report 2020-Q3	-	PAQC Chairs Reports	To go to Academic Board	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	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). After review by QAB, the Thematic Report then goes up to Academic Board.
October										
							2020-10-07	2020-10-21		
November										
	QAB 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, Quality Alignment Board	2020-11-18 to Academic Board (Flag for late entry)	2020-12-02 to Academic Board	TBA	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.
	PAQC Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress against them	PAQC Thematic Report 2020-Q4	Each Quarter	PAQC Chairs	TBC	TBC	TBC	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). After review by QAB, the Thematic Report then goes up to Academic Board.
	PAQC Thematic Report 2020-Q4	-	PAQC Chairs Reports	To go to Academic Board	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	TBC	TBC	TBC	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). After review by QAB, the Thematic Report then goes up to Academic Board.
December										
										No scheduled meetings for this month.
2021										
January										
							tbc	tbc		
February										
	Course Evaluation and Planning (CEP) Outcomes Report	Kaitiaki of QMS Processes	CEP Reports for Semester 2, 2020	-	Each Semester (two months after end of semester)	Lead, Quality Systems, Te Korowai Kahurangi	tbc	tbc		Summarises key findings of CEP Process.
March										
	PAQC Chair Reports 2021-Q1	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress against them	PAQC Thematic Report 2021-Q1	Each Quarter	PAQC Chairs	tbc	tbc		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). After review by QAB, the Thematic Report then goes up to Academic Board.
	PAQC Thematic Report 2021-Q1	Kaitiaki of PAQCs	PAQC Chairs Reports	To go to Academic Board for the following month.	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	tbc	tbc		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). After review by QAB, the Thematic Report then goes up to Academic Board.