Work Plan - Academic Board (2020)
Updated: 2020-07-30 for meeting of 2020-08-05

All reports are required to reflect the principles and guidance outlined in the Academic Statute.

Link to Academic Statute

Yet to Schedule

Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
	School Evaluation									
	Service Centre Evaluation									
	Institute Evaluation									
	Investment Plan				Each Year	Kristine Brothers Finance / Commercial Services				Report on achievement of strategic priorities
	Academic Risk Management									
	Industry and Stakeholder Engagement Report				Each Year	TBC Heather Stonyer / David Glover / Heads of School / Director, Industry Engagement				Provides an evalution 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.
	Academic Portfolio Strategy				Each Year					Report on achievement of strategic priorities
	Learning and Teaching Strategy Annual Report				Each Year	Director, Ako				Report on achievement of strategic priorities. 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 provider number by School)
	Student Support				Each Year	Director, Student Success (with input from Ako Ahimura)				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)
	Evaluation against International Code of Practice				Each Year	Director, International Success				Summarises Unitec's self assessment against the Code of Practice. How does this relate to: (September) Education Code of Practice - Performance Self-Assessment Report
	Evaluation against Domestic Code of Practice (TBC)				Each Year	Director, Student Success				Summarises Unitec's self assessment against the Code of Practice. How does this relate to: (September) Education Code of Practice - Performance Self-Assessment Report
	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. (Also goes to Ako Ahimura.)
	Professional Development for Teachers Annual Report				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
	Degree Monitoring Annual Report				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)				Reports on processes and outcomes of Degree Monitoring.
	Assuring Consistency Annual Report				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)				Reports on processes and outcomes of Assuring Consistency. Is this related to Consistency Reviews?
	Institutional Compliance with NZQA Annual Report				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)				Reports on outcome of annual attestatino and actions being taken. Is this related to the Statutory Declarations?
	Student Satisfaction Annual Report				Each Year	TBC (with input from Ako Ahimura)				Reports on outcome of Student NPS and actions
	Institutional Self-Assessment Annual Report		Institutional self-assessment activities		Each Year	Director, Ako				Reports on whole of institute self-assessment outcome, incorporating: School (Portfolio) reviews Support Team Reviews Connects to Self-Assessment document for NZQA/EER. Needs to be after PEP Reporting, possibly in May (TBC).
	Internal Evaluation and Review Report		Process and Outcomes of IER				IER Evaluators and Director, Ako				To go to both Academic Board and Quality Alignment Board.

OTHER

Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
	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 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 Research Fund (PBRF) Report		Memo from Tūāpapa Rangahau		Every 6 years	Director, Research and Enterprise				Summary of PBRF outcomes.

EACH MEETING — TWO WEEKS before the meeting

Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
	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 Report	Kaitiaki of QMS Processes	International Success Strategy	-	-	Director, International Success				Outlines progress against achievement of Strategy and Operational Plan.
	Under-25s Success Report	Kaitiaki of QMS Processes	Under-25s Success Strategy	-	-	Director, Under-25s and Unitec Pathways College				Outlines progress against achievement of Strategy and 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 Committee Report	Kaitiaki of QMS Processes	Minutes of latest meeting/s	NZIST Academic Board All Subcommittees of AB	-	Chair, Academic Board				Summarises the latest work of the committee and issues needing to be raised.
	URC Subcommittee Report	Kaitiaki of QMS Processes	Minutes of latest meeting/s	-	-	Chair, Unitec Research Committee				Summarises the latest work of the committee and issues needing to be raised.
	UREC Subcommittee Report	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.
	PGRSC Subcommittee Report	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.
	AAC Subcommittee Report	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.
	AA-LTC Subcommittee Report	Kaitiaki of QMS Processes	Minutes of latest meeting/s	-	-	Chair, Ako Ahimura	(Flag as a regular late entry due to Ako Ahimura meeting one week before Academic Board.)			Summarises the latest work of the committee and issues needing to be raised.
	QAB Subcommittee Report	Kaitiaki of QMS Processes	Minutes of latest meeting/s	-	-	Chair, Quality Alignment Board	(Flag as a regular late entry due to QAB meeting two weeks before Academic Board.)			Summarises the latest work of the committee and issues needing to be raised.

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Programme Development Report	Kaitiaki of QMS Processes	TBC	-	-	Manager, Te Korowai Kahurangi				
Programme Closure Report	Kaitiaki of QMS Processes	TBC	-	-	Manager, Te Korowai Kahurangi				
Degree Monitoring Report	Kaitiaki of QMS Processes	TBC	-	-	Manager, Te Korowai Kahurangi				
Academic Risk Register Report	Kaitiaki of QMS Processes	Programme Risk Registers PowerBI dashboard Thematic analysis of Quarterly PAQC Reports	-	-	Manager, Te Korowai Kahurangi				Provides oversight of key academic risks across all academic provision.

January

February

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
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 Global neighbourhood citizenship	Outcomes of the previous year	-	Each Semester	Director, Pacific Success	2020-01-22	2020-02-05	TBC	

March

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
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 required. Combined analysis from Te Puna Ako and Te Korowai 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." ST
Industry Engagement Annual Report	TBC	Employer Survey results collected every 2nd November		Each Year	TBC	2020-02-19	2020-03-04	TBC	
Complaints Annual Report	Kaitiaki of QMS Processes	Data from Complaints in the previous year	-	Each Year	TBC	2020-02-19	2020-03-04	TBC	
Appeals Annual Report	Kaitiaki of QMS Processes	Data from Appeals in the previous year		Each Year	TBC	2020-02-19	2020-03-04	TBC	

April

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Student Course Survey Annual Report	Kaitiaki of Student Success	Student Course Survey data from surveys in both semesters of the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from Ako Ahimura)	2020-03-25	2020-04-08	TBC	Summarises student feedback on courses and identifies trends, and actions taken as a result.
Student Success Annual Report	Kaitiaki of Student Success	TBC	-	Each Year	TBC	2020-03-25	2020-04-08	TBC	
Enrolments Processing Annual Report	Kaitiaki of QMS Processes	TBC	-	Each Year	TBC	2020-03-25	2020-04-08	TBC	
PAQC Thematic Report 2020-T1	Kaitiaki of QMS Processes	PAQC Quarterly Reports and the Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-03-25	2020-04-08	TBC	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.

May

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Staff Pulse Survey Report	Manaaki of Staff	Staff Pulse Survey results for the previous year		Each Year	TBC	2020-04-22	2020-05-06	TBC	
Student Performance Report (Final)	Kaitiaki of Student Performance	PowerBI data from the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura)	2020-04-22	2020-05-06	2020-06-03 Item 3.1.	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
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	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-04-22	2020-05-06	TBC	Reports on programme evaluation process and outcomes and actions being taken to address any issues

June

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Graduate Survey Report	Kaitiaki of Student Performance	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	ETA delayed to 2020-08-05 Academic Board appears to want this by the start of June, so it should be timed for this committee's May meeting.	Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result

July

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Student Course Survey Report (Semester 1)	Kaitiaki of Student Success	Student Course Survey results for Semester 1	-	Each Semester	Manager, Te Korowai Kahurangi (with input from Ako Ahimura)	2020-06-17	2020-07-01	ETA delayed to 2020-09-02	Summarises student feedback on courses and identifies trends, and actions taken as a result.
Student NPS Survey Report (Semester 1)	Kaitiaki of Student Success	Student Net Promoter Score (NPS) Survey results for Semester 1	-	Each Semester	TBC Manager, Te Korowai Kahurangi	2020-06-17	2020-07-01	ETA delayed to 2020-09-02	
Award of Qualifications Report	Kaitiaki of Student Success	TBC	-	TBC	TBC	2020-06-17	2020-07-01	TBC	
Research Productivity Traffic Light (RPTL) Report	Kaitiaki of Student Performance	Research Outputs Management (ROMS) database	-	Each Year	Director, Research and Enterprise	2020-06-17	2020-07-01	2020-07-01 Item 2.2.	This process involves the auditing of all degree teaching staffs research outputs over the last two years.
PAQC Thematic Report 2020-T2	Kaitiaki of QMS Processes	PAQC Quarterly Reports and the Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-06-17	2020-07-01	TBC	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
Statutory Declaration to NZQA	Kaitiaki of QMS Processes	Memo from Quality Alignment Board Results of Annual Attestation Compliance Process	Statutory Declaration to NZQA from Chief Executive	Each Year	Chair, Quality Alignment Board	2020-06-17 (Flag as late entry)	2020-07-01	2020-06-03 Item 3.2.	Summarises evidence to support annual attestation and recommends outcome to Academic Board and the Chief Executive.

August

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Māori Success Review	Kaitiaki of Māori students Te Tiriti o Waitangi	Outcomes of the previous semester	-	Each Semester	Director, Māori Success	2020-07-22	2020-08-05	TBC As per January	
Pacific Success Review	Kaitiaki of Pacific students Global neighbourhood citizenship	Outcomes of the previous semester	-	Each Semester	Director, Pacific Success	2020-07-22	2020-08-05	TBC As per January	
Research Annual Report	TBC	KPIs & Internal sources		Each Year	Director, Research and Enterprise	2020-06-17	2020-07-01	2020-08-05 Item 2.2. For Approval	Sourced internally from various sources, which involves outcomes relating to our KPIs and other daily tasks/projects. Reports against Research outcome targets.

September

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
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	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-08-19	2020-09-02		Reports on programme evaluation process and outcomes and actions being taken to address any issues
Staff Pulse Survey Report	Manaaki of Staff	Staff Pulse Survey results	-	Each Semester	TBC	2020-08-19	2020-09-02		
Student Performance Report (Semester 1)	Kaitiaki of Student Success	PowerBI data from the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura)	2020-08-19	2020-09-02		Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
Education Code of Practice - Performance Self-Assessment Report	Manaaki of Students	Self-Review of performance against requirements of the Education (Pastoral Care of International Students) Code of Practice 2016	-	Each Year	TBC	2020-08-19	2020-09-02		

October

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
PAQC Thematic Report 2020-T3	Kaitiaki of QMS Processes	PAQC Quarterly Reports and the Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-09-23	2020-10-07		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.

November

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
Staff Engagement Survey Report	Manaaki of Staff	Staff Engagement Survey	-	Each Year	Manager, Te Korowai Kahurangi	2020-10-21	2020-11-04		
Student Course Survey Report (Semester 2)	Kaitiaki of Student Success	Student Course Survey Results (Semester 2)	-	Each Semester	Manager, Te Korowai Kahurangi (with input from Ako Ahimura)	2020-10-21	2020-11-04		Summarises student feedback on courses and identifies trends, and actions taken as a result.

December

Report	Responsibility	Data Source	Notes	Frequency	Author/Role	Date 1	Date 2	Date/Status	Description
UREC Annual Report	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Director, Research and Enterprise	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.
URC Annual Report	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Unitec Research 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.
PGRSC Annual Report	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Postgraduate Research and Scholarships 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.

	Report	Accountability	Content	Approval	Frequency	Responsible	Date 1	Date 2		Purpose
	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 (Semester 2)	Manaaki of Students	Student Net Promoter Score (NPS) Survey Results	-	Each Semester	TBC Manager, Te Korowai Kahurangi	2020-11-18	2020-12-02		
Late Jan / Early Feb 2021										
TBC	AB Annual Report	Accountability to NZIST as Kaitiaki of the Unitec QMS	Terms of Reference (2021) Membership (2021) Self-Evaluation Responses	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. To consider recommended changes to the Terms of Reference and Membership for 2021.
	PAQC Thematic Report 2020-T4	Kaitiaki of QMS Processes	PAQC Quarterly Reports and the Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	ASAP in 2021	ASAP in 2021		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.