

Work Plan - Academic Approvals Committee (2020)										
Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
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	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.
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 Chair's 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, Te Korowai Kahurangi	-	-	-	Summarises applications expected or in development
2020										
January										
No scheduled meetings for this month.										
February										
							2020-01-29	2020-02-12		
March (2021)										
	Applications Annual Report	-	Submissions to AAC Applications to NZQA and TEC	Report on Process and outcomes of applications for external approval	Each Year	Lead, Programme Development and Management, Te Korowai Kahurangi	-	-	-	Summarises successes and issues with applications considered and applications to NZQA and TEC during 2020
April										
							2020-04-01	2020-04-15		
May										
							2020-04-29	2020-05-13		
June										
							2020-05-27	2020-06-10		
July										
			Commence review of: - Academic Development and Approval Policy (AC1.0)	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.
August										
			Commence review of: - Qualification and Programme Development and Approval Procedure (AC1.1) - Programme Change and Improvement Procedure (AC1.4)	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.
September										
							2020-08-26	2020-09-09		

		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		
	AAC Annual Report	Accountability to Academic Board	Committee discussion	Content of annual report	Each Year	Chair, Academic Approvals Committee & Secretariat, Academic Approvals Committee	2020-09-30	2020-10-14	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		
December	No scheduled meetings for this month.								
2021									
January									
February									
March									
	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 & Secretariat, 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.