	<u>ltem</u>	<u>Takitahi</u>	<u>Input/s</u>	Output/s	Frequency	TEE WORK PLAN // Quality Alignment Bo <u>Author</u>	Submission Due	Presentation Due	Completion Date	Other Details
to Schedule Requirements	Industry and Stakeholder				Each Year	TBC				Provides an evaluation of stakeholder engagement approaches and effectiveness.
er development)	Engagement Report				7001	Heather Stonyer / David Glover /				Report requested both by Academic Board and Quality Alignment Board.
	пери					Heads of School /				
						Director, Industry Engagement				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	-		-	Summarises outcome of review and actions being taken.
						Te Korowai Kahurangi				
	Summary Report on Professional Accreditation /	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.
	Registration									
	Other Matters	-	Various	-	As needed	Various	-	-		Discuss the matter with the Chair prior to writing a memo for the committee.
ACH MEETING	QAB	Accountability to	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, QAB	(Within one week of the	(Academic Board		Summarises the latest work of the committee and issues needing to be raised.
	Subcommittee Report	Academic Board					last meeting of Ako Ahimura.)	normally meets one week after Ako		
							(Flag as late entry)	Ahimura)		
	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	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.
	(Levels 1-6)									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										
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	-	Each Year	PAQC Chairs		Final meeting of	TBC	Identifies members of each committee, and their roles in the committee.
			coming					Quality Alignment Board for a year		
March							2020-03-04	2020-03-18		
	PAQC Quarterly Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews	PAQC Thematic Report 2020-Q1	Each Quarter	PAQC Chairs	•	-	Done	Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' report provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC
	2020-Q1		(Graduating / 5-yearly) and / or Accreditation Activity							reports and identifies any institutional themes/issues and recommends actions (see reports for full details).
			- Risks - Teachout of programmes							After review by QAB, the Thematic Report then goes up to Academic Board.
			- Developments - External Moderation							
			- Key QA systems - Key actions and progress against them							
	PAQC Thematic Report	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' repo provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC
	2020-Q1									reports and identifies any institutional themes/issues and recommends actions (see retemplates for full details).
							L			After review by QAB, the Thematic Report then goes up to Academic Board.
April	Programme Evaluation & Planning (PEP)	Kaitiaki of QMS	Programme Evaluation & Planning (PEP)	To go to Academic Board	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Te Puna Ako)	2020-04-08 2020-04-08	2020-04-22 2020-04-22		Reports on programme evaluation process and outcomes and actions being taken to
	2019 Final Annual Report	Processes	Reports submitted to QAB in the previous academic year			(with input from QAB and Te Funa Ako)	2020-04-22 to Academic Board	2020-05-06 to Academic Board	WIP	any issues. Reports on process which supports Programme Evaluation and Planning and provide thematic analysis of reports and recommends actions to be adopted
	,						(Flag for late entry)			
	Student Performance Reporting	Kaitiaki of QMS Processes	PowerBl data from the previous year	To go to Academic Board, along with parallel input	Each Year	Manager, Te Korowai Kahurangi (with parallel input from both Ako Ahimura	2020-04-08	2020-04-22	Done	Reports achievement against EPI and Graduate outcome targets and identifies any a required.
	2019 Final Report			from Ako Ahimura		and Quality Alignment Board) and / or	2020-04-22 to Academic Board	2020-05-06 to Academic Board		Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	Degree Monitoring	Kaitiaki of QMS	Degree Monitoring Reports	To go to Academic Board	Each Year	Director, Ako Lead, Quality Partnering, Te Korowai	(Flag for late entry) Delayed due to	2020-08-19	TBC	Reports on processes and outcomes of Degree Monitoring.
	2019 Annual Report	Processes				Kahurangi	Lockdown impacts			
							2020-08-05			
	Consistency Reviews	Kaitiaki of QMS Processes	Consistency Reviews	To go to Academic Board	Each Year	Lead, Quality Systems, Te Korowai Kahurangi	Delayed due to Lockdown impacts	2020-08-19	TBC	Reports on processes and outcomes in support of NZQA Consistency Reviews.
	2019 Annual Report					· ·	2020-08-05			
May	Internal Evaluation &	Internal Evaluation and			Each Year	Director Ako	2020-05-06 2020-05-06	2020-05-20 2020-05-20	Delayed due to	Reports on process and outcomes of IER
May	Internal Evaluation & Review (IER) Report	Internal Evaluation and Review			Each Year	Director Ako			Delayed due to Lockdown impacts	Reports on process and outcomes of IER
Мау	Review (IER)				Each Year	Director Ako Director, Industry Engagement				Reports on process and outcomes of IER Summarises approaches to and effectiveness of Schools' stakeholder engagement
Мау	Review (IER) Report Stakeholder Engagement	Review	Graduate Survey results	To go to Academic Board,			2020-05-06	2020-05-20	Lockdown impacts Requirements yet	Summarises approaches to and effectiveness of Schools' stakeholder engagement
Мау	Review (IER) Report Stakeholder Engagement Report	Review Report		To go to Academic Board, along with parallel input from Ako Ahimura	Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or	2020-05-06 2020-05-06	2020-05-20	Requirements yet TBC	Summarises approaches to and effectiveness of Schools' stakeholder engagement
May	Review (IER) Report Stakeholder Engagement Report Graduate Survey	Review Report		along with parallel input	Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi	2020-05-06 2020-05-06 2020-05-06	2020-05-20 2020-05-20 2020-05-20	Requirements yet TBC Delayed due to	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends: Actions being taken as a result
	Review (IER) Report Stakeholder Engagement Report Graduate Survey	Review Report		along with parallel input	Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or	2020-05-06 2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry)	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board	Requirements yet TBC Delayed due to	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the
May June	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report	Review Report TBC Kaitiaki of QMS	Graduate Survey results Results of Annual Attestation Compliance	along with parallel input from Ako Ahimura	Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi	2020-05-06 2020-05-06 2020-05-06 2020-05-20 to Academic Board	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to	Requirements yet TBC Delayed due to	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Actions to the support annual attestation and recommends outcome to Actions to the support annual attestation and recommends outcome to Actions to the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Actions the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and recommends outcome to Action the support annual attestation and action the support annu
	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report	Review Report TBC	Graduate Survey results	along with parallel input from Ako Ahimura	Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako	2020-05-06 2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting.
	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report	Review Report TBC Kaitiaki of QMS	Graduate Survey results Results of Annual Attestation Compliance	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive	Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi	2020-05-06 2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for to committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Ac Board and the Chief Executive.
June	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA	Review Report TBC Kaitiaki of QMS	Graduate Survey results Results of Annual Attestation Compliance Process	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA	Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB)	2020-05-06 2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts Done	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Actional Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken.
June July	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER)	Review Report TBC Kaitiaki of QMS	Graduate Survey results Results of Annual Attestation Compliance Process	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA	Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and	2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03	2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17 2020-07-15	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts Done	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Actional Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken.
June	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER)	Review Report TBC Kaitiaki of QMS Processes	Graduate Survey results Results of Annual Attestation Compliance Process Process and Outcomes of IER PowerBl data from the previous year	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA To go to Academic Board,	Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and Director, Ako	2020-05-06 2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17	Requirements yet TBC Delayed due to Lockdown impacts Done Done	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. 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. To go to both Academic Board and Quality Alignment Board. Reports achievement against EPI and Graduate outcome targets and identifies any a
June July	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER) Report	Review Report TBC Kaitiaki of QMS Processes	Graduate Survey results Results of Annual Attestation Compliance Process Process and Outcomes of IER	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA	Each Year Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and Director, Ako	2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03 2020-07-01 2020-07-01 2020-08-05 2020-08-19 to	2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17 2020-07-15 2020-07-15 2020-08-19 2020-09-02 to	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts Done	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Act Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken. To go to both Academic Board and Quality Alignment Board. Reports achievement against EPI and Graduate outcome targets and identifies any a required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
June July	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER) Report Student Performance Report (Semester 1, 2020) Course Evaluation &	Review Report TBC Kaitiaki of QMS Processes - Kaitiaki of QMS Processes Kaitiaki of QMS	Results of Annual Attestation Compliance Process Process and Outcomes of IER PowerBl data from the previous year Outcomes of the CEP Process CEP Reports	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA To go to Academic Board, along with parallel input	Each Year Each Year Each Year Each Year	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and Director, Ako Manager, Te Korowai Kahurangi (with put from QAB)	2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-07-01 2020-07-01 2020-08-05	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17 2020-07-15 2020-07-15	Requirements yet TBC Delayed due to Lockdown impacts Done Done	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends a Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Act Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken. To go to both Academic Board and Quality Alignment Board. Reports achievement against EPI and Graduate outcome targets and identifies any a required.
June July	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER) Report Student Performance Report (Semester 1, 2020) Course Evaluation & Planning (CEP)	Review Report TBC Kaitiaki of QMS Processes - Kaitiaki of QMS Processes	Results of Annual Attestation Compliance Process Process and Outcomes of IER PowerBl data from the previous year Outcomes of the CEP Process	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA To go to Academic Board, along with parallel input	Each Year Each Year Each Year Each Year Each Semester (two months after end of	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and Director, Ako Manager, Te Korowai Kahurangi (with input from QAB)	2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03 2020-07-01 2020-07-01 2020-08-05 2020-08-19 to Academic Board	2020-05-20 2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17 2020-07-15 2020-07-15 2020-08-19 2020-08-19 2020-09-02 to Academic Board	Requirements yet TBC Delayed due to Lockdown impacts Done Done	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends a Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Ac Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken. To go to both Academic Board and Quality Alignment Board. Reports achievement against EPI and Graduate outcome targets and identifies any a required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Summarises the key findings of the CEP Process.
June	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER) Report Student Performance Report (Semester 1, 2020) Course Evaluation & Planning (CEP) Outcomes Report (Semester 1, 2020)	Review Report TBC Kaitiaki of QMS Processes Kaitiaki of QMS Processes Kaitiaki of QMS Processes	Process and Outcomes of IER PowerBI data from the previous year Outcomes of the CEP Process CEP Reports for Semester 1	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA To go to Academic Board, along with parallel input from Ako Ahimura	Each Year Each Year Each Year Each Year Each Year Each Gemester (two months after end of semester)	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and Director, Ako Manager, Te Korowai Kahurangi (with parallel input from Ako Ahimura) Lead, Quality Systems, Te Korowai Kahurangi	2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03 2020-07-01 2020-07-01 2020-08-05 2020-08-05 2020-08-05 2020-08-05	2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17 2020-07-15 2020-07-15 2020-08-19 2020-08-19 2020-08-19 2020-08-19	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts Done TBA	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Actional Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken. To go to both Academic Board and Quality Alignment Board. Reports achievement against EPI and Graduate outcome targets and identifies any a required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Summarises the key findings of CEP Process. Summarises key findings of CEP Process.
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June July	Review (IER) Report Stakeholder Engagement Report Graduate Survey Report Statutory Declaration to NZQA Internal Evaluation & Review (IER) Report Student Performance Report (Semester 1, 2020) Course Evaluation & Planning (CEP) Outcomes Report (Semester 1, 2020) Programme Evaluation &	Review Report TBC Kaitiaki of QMS Processes Kaitiaki of QMS Processes Kaitiaki of QMS Processes Kaitiaki of QMS Processes	Process and Outcomes of IER PowerBl data from the previous year Outcomes of the CEP Process CEP Reports for Semester 1 Programme Evaluation & Planning (PEP)	along with parallel input from Ako Ahimura Statutory Declaration from Chief Executive to NZQA To go to Academic Board, along with parallel input from Ako Ahimura	Each Year Each Year Each Year Each Year Each Year Each Gemester (two months after end of semester)	Director, Industry Engagement Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or Quality Alignment Board) and / or Director, Ako Manager, Te Korowai Kahurangi (with input from QAB) IER Evaluators and Director, Ako Manager, Te Korowai Kahurangi (with parallel input from Ako Ahimura) Lead, Quality Systems, Te Korowai Kahurangi Manager, Te Korowai Kahurangi	2020-05-06 2020-05-06 2020-05-20 to Academic Board (Flag for late entry) 2020-06-03 2020-06-03 2020-07-01 2020-07-01 2020-08-05 2020-08-05 2020-08-05 2020-08-05	2020-05-20 2020-05-20 2020-06-03 to Academic Board 2020-06-17 2020-06-17 2020-07-15 2020-07-15 2020-08-19 2020-08-19 2020-08-19 2020-08-19	Lockdown impacts Requirements yet TBC Delayed due to Lockdown impacts Done TBA	Summarises approaches to and effectiveness of Schools' stakeholder engagement Summarises graduate feedback on programmes and qualifications, identifies trends. Actions being taken as a result Academic Board appears to want this by the start of June, so it should be timed for the committee's May meeting. Summarises evidence to support annual attestation and recommends outcome to Actional Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken. To go to both Academic Board and Quality Alignment Board. Reports achievement against EPI and Graduate outcome targets and identifies any a required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Summarises the key findings of the CEP Process. Summarises key findings of CEP Process. Reports on programme evaluation process and outcomes and actions being taken to any issues. Brought forward from October so to align with submission of the report to Academic I
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	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		provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC or reports and identifies any institutional themes/issues and recommends actions (see representations). After review by QAB, the Thematic Report then goes up to Academic Board.
October					I		2020-10-07	2020-10-21		
November							2020-11-04	2020-11-18		
	QAB Committee 2020 Annual Committee 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 20
	PAQC Quarterly Chair Reports 2020-Q4	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Gradualing / 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	ТВС	ТВС	TBC	Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' report provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC C reports and identifies any institutional themes/issues and recommends actions (see rej 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' report provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC (reports and identifies any institutional themes/issues and recommends actions (see re templates for full details). After review by QAB, the Thematic Report then goes up to Academic Board.
December										No scheduled meetings for this month.
December										No scheduled meetings for this month.
December 2021										No scheduled meetings for this month.
							tbc	tbc		No scheduled meetings for this month.
2021							tbc	tbc		No scheduled meetings for this month.
2021							tbc	tbc		
2021 January	Course Evaluation & Planning (CEP) Outcomes Report (Semester 2, 2020)	Kaitiaki of QMS Processes	CEP Reports for Semester 2, 2020	·	Each Semester (two months after end of semester)	Lead, Quality Systems, Te Korowai Kahurangi				No scheduled meetings for this month. Summarises key findings of CEP Process.
2021 January February EDULING YET TO BE ONFIRMED	Planning (CEP) Outcomes Report (Semester		for	·	(two months after end of		tbc tbc	tbc tbc		
2021 January February EDULING YET TO BE	Planning (CEP) Outcomes Report (Semester		for	PAQC Thematic Report 2021-Q1	(two months after end of		tbc	tbc		Summarises key findings of CEP Process. Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' repor provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC
2021 January February EDULING YET TO BE ONFIRMED March EDULING YET TO BE	Planning (CEP) Outcomes Report (Semester 2, 2020) PAQC Quarterly Chair Reports 2021-Q1	Processes	for Semester 2, 2020 Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearty) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems		(two months after end of semester)	Kahurangi	tbc tbc	tbc tbc		Summarises key findings of CEP Process. Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' repor provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC (reports and identifies any institutional themes/issues and recommends actions (see retemplates for full details).
2021 January February EDULING YET TO BE ONFIRMED March EDULING YET TO BE ONFIRMED	Planning (CEP) Outcomes Report (Semester 2, 2020) PAQC Quarterly Chair Reports 2021-Q1 PAQC Thematic Report	Processes Kaitiaki of PAQCs	for Semester 2, 2020 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	2021-Q1 To go to Academic Board	(two months after end of semester)	Kahurangi PAQC Chairs PAQC Chairs	tbc tbc tbc	tbc tbc tbc tbc		Summarises key findings of CEP Process. Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' repor provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC (reports and identifies any institutional themes/issues and recommends actions (see re templates for full details). After review by QAB, the Thematic Report then goes up to Academic Board. Quarterly Report from each PAQC Chair, with summary report on PAQC Chairs' repor provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC (reports and identifies any institutional themes/issues and recommends actions (see re templates for full details).