

Committee:  
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**Te Poari Mātauranga | Academic Board**  
**Committee Actions Table**  
**2020-07-29 for the meeting of 2020-08-05**

Source	Action #	S - Specific Specification	M - Measurable Measure / Progress	R - Responsible Responsibility	T - Timely Time Target / Closed	A - Achievable Achievement Status
2019-06-12	Action-032	<b>Programme Development – Business Case Threshold</b> Define the “significant” programme development threshold which triggers the requirement for submission of a Business Case. Recommend any necessary / resulting refinement to the Programme Change and Improvement Procedure.	2019-07-10: A paper was written and presented to ELT. Their response was a request for further information on the current status of business cases, the process and requirements of composing business cases and what role AB does / should have in the signoff process that ELT ultimately oversees. Simon Tries and Simon Nash shall consult broadly, including Marketing and Commercial Services, for feedback on the adequacy of the current process. Simon Tries shall report back to Academic Board 2019-08-14 on the a) business case threshold, and b) business case process map. 2019-09-11: The work is currently with ELT. 2019-10-09: Work in progress with Simon Tries, Simon Nash and Kristine Brothers. 2019-11-13: No progress to report. Deferred to Academic Board 2019-12-11. 2019-12-11: No progress. 2020-02-05: In progress. Nothing yet to report. 2020-03-04: Work to be prioritized to complete for 2020-04-08. 2020-04-08: David Glover – ELT has met and discussed how to make the processes behind programme development more agile, including ways to work with Te Korowai Kahurangi and Industry bodies to ensure two-way flow of information. Terms of Reference are being developed to form a Working Group on this issue. 2020-05-06: Morphed into the Portfolio Leadership Group led by David Glover. Simon Nash (Chair, Academic Board) shall direct David to report to Academic Board. 2020-06-03: Kristine Brothers is working on the final version to streamline the business case process. David Glover shall present it to Academic Board 2020-07-01. 2020-07-01: Refer to <b>Item 4.4.2. Portfolio Leadership Group</b> . (Not motioned. Full presentation due 2020-08-05.) 2020-08-05: Work continuing. Delayed ETA to 2020-09-02.	<b>Simon Nash</b> <b>Simon Tries</b>  Kristine Brothers Nick Sheppard David Glover	TBC	Active
2019-07-03	Action-047  (Formerly: Standing-001)	<b>Review of Semesterised Delivery</b>	2019-05-08: Nothing to report. Merran expects this will constitute part of the initial work of RoVE. 2019-07-10: The Committee agreed to keep this item alive, pending until the RoVE announcement in a few weeks. 2019-08-14: Keep on the agenda, pending establishment of NZIST. 2019-09-11; 2019-10-09; 2019-11-13; 2019-12-11; 2020-02-05; 2020-03-04; 2020-04-08; 2020-05-06; 2020-06-03; 2020-07-01: No change. 2020-08-05: ____	<b>Simon Nash</b>	TBC	Low Priority
2019-11-13  Item 1.7.	Action-046	<b>Committee Work Plan/s 2020</b> Ensure that the Committee Work Plan is ready for 2020 and actively used throughout the year.  <u>Reviewed and Adopted</u> Postgraduate Research & Scholarships Committee Unitec Research Committee Unitec Research Ethics Committee Quality Alignment Board Academic Approvals Committee  <u>Yet to fully schedule</u> Academic Board Ako Ahimura	2019-12-11: Work in progress, currently focussed on the QMS Stocktake. 2020-02-05: Work in progress, related to Item 3.1. Review - Quality Management System. 2020-03-04: Work to be prioritized to complete for 2020-04-08. 2020-04-08: Drafts for all seven Academic Governance Committees sent to the Chairs for feedback. Feedback to be in by 22 April in time for AB to approve the Work Plans for deployment to the subcommittees. Aim to close off next meeting. 2020-05-06: Refer to <b>Item 3.2.</b> for discussion of the Work Plan for Academic Board. A number of Work Plans contain rows which are "Yet To Schedule". This means that the work item has been identified, but no timeframe has been set for the work to be completed by. Simon Nash (Chair, Academic Board) to direct Subcommittee Chairs to put timeframes on "Yet To Schedule" items into their Work Plans, and to submit them for approval alongside their Subcommittee Reports to Academic Board 2020-06-03. 2020-06-03: Done - PGRSC ( <b>Item 4.2.3.</b> ); URC ( <b>Item 4.2.1.</b> ); UREC. In progress - QAB; Ako Ahimura; AAC. Note that the scope of this Action Item only contains the institutional Academic Governance Committees, but not the PAQCs. Oversight of completeness and quality of PAQC Work Plans belongs to the remit of QAB. 2020-07-01: Done - QAB ( <b>Item 4.2.4.</b> ); AAC ( <b>Item 4.2.6.</b> ). To do - AB; Ako Ahimura. 2020-08-05: ____	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>  Marcus Williams Simon Tries Daniel Weinholz	TBC	Active
2020-04-08  Item 3.1.	Action-051	<b>School Response to the Student Performance Report</b> Direct all Heads of School to report their School Response to him by Friday, 15 May, 2020. This is timed to be after the April SDR. The information will be based mainly on the Programme Evaluation & Planning. It shall be a short report on the main outcomes. They are to include contributions from the Priority Group teams and Te Puna Ako.	2020-05-06: The original date of 2020-05-15 is not feasible and will be delayed. Simon Nash (Executive Director, Ako) to send adjusted directive to Heads of School. 2020-06-03: HOSs will work with Priority Group Directors and Te Puna Ako to construct the reports which are now due to Simon Nash by COB Friday, 2020-07-03. The committee anticipates these reports to be useful and to feed directly into the Self-Assessment Report to NZQA. The purpose of the reports is to add insight and narrative to the SDR and Student Performance data, noting that PEP Reports are too detailed and the SDR alone is too abstract. These School reports should provide and institutional / school-wide narrative and opportunity for self-assessment. A template and guidelines have been provided to the relevant parties, and shall be shared with the members of Academic Board for their information. 2020-07-01: Delayed ETA to Academic Board 2020-08-05 for presentation alongside the Student Performance Report 2019. 2020-08-05: ____	<b>Simon Nash</b> <b>(Executive Director, Ako)</b>	Target: 2020-08-05	Active

2020-05-06 Item 2.3.	Action-053	<b>International Success EPI Targets 2022</b> To determine an International Success EPI Target for 2022 for the Student Progression Rate. Memo with latest 2022 EPI Targets expected to Academic Board 2020-06-03.	2020-06-03: Refer to Item 2.1. (Deferred to Academic Board 2020-07-01.) 2020-07-01: Refer to <b>Item 2.1</b> . Additional work and improvement underway. Delayed ETA 2020-08-05. 2020-08-05: ____	<b>Tracy Chapman</b> <b>(Director, International Success)</b>  Simon Tries	Target: 2020-08-05	Active
2020-04-08 Item 5.2.	Action-054	<b>Online Self-Assessment Feedback</b> For the committee to self-assess the performance of online video-conference meetings.	2020-04-08: Online self-assessment feedback shall be collated by the Chair and presented to AB 2020-05-06. 2020-05-06: Secretary shall resend the feedback document to the Chair for representation to AB 2020-06-03. 2020-06-03: List this matter as an Action Item. 2020-07-01: Refer to <b>Item 5.2. Committee Self-Assessment</b> . Not completed. Deferred to Workshop 2020-07-29. (2020-07-29: Ran out of time to discuss this matter.) 2020-08-05: ____	<b>Simon Nash</b> <b>(Chair, Academic Board)</b>	TBC	Active
2020-07-01 Item 2.2.	Action-055	<b>Inconsistencies between the RPTL Report and Statutory Declaration to NZQA</b> Simon Tries and Marcus Williams confirm the reasons for the inconsistency in Nursing and Engineering between the RPTL Report and the Statutory Declaration to NZQA, propose risks of any possible impacts, and report back to Academic Board 2020-08-05.	2020-08-05: ____	<b>Marcus Williams</b> <b>Simon Tries</b>	Target: 2020-08-05	Active
2020-07-01 Item 2.4.	Action-056	<b>Relationship of Policy and Procedure to the Terms of Reference for Academic Board</b> Simon Nash, Simon Tries and Steve Marshall to consult and advise on an approach to how Policy and Procedure relates to the Terms of Reference of Academic Board.		Simon Nash Simon Tries Steve Marshall	TBC	Active
2020-07-01 Item 3.3.	Action-057	<b>Review of Memo Templates</b> Chair and Secretary to review the templates for committee memos to consider if they contain adequate guidance.		Simon Nash Daniel Weinholz	TBC	Active

Next:

Action-058