

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 Chair 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 Report	Rangatira of Subcommittees	Memo for Information	-	Each month	Chair, Te Poari Mātauranga	-	-	-	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										
							2020-01-29	2020-02-12	No scheduled meetings for this month.	
February										
March										
							2020-02-26	2020-03-11		
April										
							2020-04-01	2020-04-15		
May										
							2020-04-29	2020-05-13		
June										
							2020-05-27	2020-06-10		
July										
	Policy / Procedure Review		Commence review of: - Academic Development and Approval Policy (AC1.0)	Determination of extent of review required.	Every three years	Chair, Academic Approvals Committee	2020-06-24	2020-07-08	2020-07-08 Item 3.2.	Committee to review policy/procedure to determine whether any changes are required and if it remains fit for purpose.
August										
	Policy / Procedure Review		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.	Every three years	Chair, Academic Approvals Committee	2020-07-29	2020-08-12	Not completed	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		

	Policy / Procedure Review		Commence review of: - Short Course, Training Scheme, and Vocational Pathway Procedure (AC1.3)	Determination of extent of review required.	Every three years	Chair, Academic Approvals Committee			Not completed	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		
	Planning for AAC Annual Report	Accountability to Academic Board	Committee discussion	Planned approach to	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		
Duplicate line item requires distinction.	AAC Annual Report	Accountability to Academic Board	AAC Annual Report (draft) for discussion by the committee	Memo to Academic Board with: AAC Annual Report (2020) Self-Assessment (2020) Terms of Reference (2021) Membership (2021)	Each year	Chair, Academic Approvals Committee & Secretariat, Academic Approvals Committee	2020-10-28 To Academic Board: 2020-11-18	2020-11-11 To Academic Board: 2020-12-02		To determine the final format for the annual report on 2020 applications due in March of the following year
December										
										No scheduled meetings for this month.
2021										
January										
February										
March							tbc	tbc		
Duplicate line item requires distinction.	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	tbc	tbc		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.
	Programme Applications Annual Report	Kaitiaki of Programme Development	Submissions to AAC Applications to NZQA and TEC	Report on Process and outcomes of applications for external approval	Each Year	Lead - Programme Development, Te Korowai Kahurangi and Management, Te Korowai Kahurangi	tbc	tbc		Summarises successes and issues with applications considered and applications to NZQA and TEC during 2020