

Work Plan - Ako Ahimura (2020)										
Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule										
Under discussion	Student Support Annual Report			To go to Academic Board	Each Year	Director, Student Success				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)
Under discussion	Professional Development for Teachers Annual Report			To go to Academic Board	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
Under discussion	Student Satisfaction Annual Report			To go to Academic Board	Each Year	TBC (with input from Ako Ahimura)				Reports on outcome of Student NPS and actions
Under discussion	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/needng to be taken. Should it come here before AB, or after?
	Programme Evaluation and Planning Annual Report (Final)				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	(Academic Board - 2020-04-22)	(Academic Board - 2020-05-06)		Reports on programme evaluation process and outcomes and actions being taken to address any issues. Should it come here before AB, or after?
	Programme Evaluation and Planning Annual Report (Interim)				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	(Academic Board - 2020-08-19)	(Academic Board - 2020-09-02)		Reports on programme evaluation process and outcomes and actions being taken to address any issues. Should it come here before AB, or after?
	Learning and Teaching Strategy Annual Report	Kaitiaki of Learning and Teaching			Each Year	Director, Ako				Report on achievement of strategic priorities. Summarises achievement against strategy outcomes. Should it come here before AB, or after?
Under discussion	Academic Integrity Semester Report	Kaitiaki of Learning and Teaching			Each Semester	Manager, Te Puna Ako				Summarises management and themes relating to Academic Integrity. Shall this go up to Academic Board?
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.
Each Month										
	AALTC Chair Report	Accountability to Academic Board	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, Ako Ahimura	(Within one week of the last meeting of Ako Ahimura.) (Flag as late entry)	(Academic Board normally meets one week after Ako Ahimura)	-	Summarises the latest work of the committee and issues needing to be raised.
	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 Unilec 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
	Academic Board Chair 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.
Under discussion	Programme Reviews Report	-	-	-	Each month	Manager, Te Korowai Kahurangi	-	-	-	
Under discussion	Teacher Capability Development Report	Kaitiaki of Learning and Teaching	Badging Completions	Feeds into: Professional Development for Teachers Annual Report (yet to schedule)	Each month	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers. Maybe Teacher Inductions could also be reported monthly, and thus simply have a Monthly (formative) and an Annual (summative / evaluative) form of the PD for Teachers Report.
January										
No scheduled meetings for this month.										
February										
							2020-02-12	2020-02-26		
March										
2020-03-11 2020-03-25 Meeting Cancelled										
April										
	Student Performance Report (Final)	Kaitiaki of Student Performance	PowerBI data from the previous year	To go to Academic Board, along with parallel input from QAB	Each Year	Manager, Te Korowai Kahurangi (with parallel input from both Ako Ahimura and Quality Alignment Board) and / or Director, Ako	2020-04-15 2020-04-22 to Academic Board (Flag for late entry)	2020-04-29 2020-05-06 to Academic Board	2020-06-03: Discussed at AB. 2020-06-15: Update requested. 2020-08-26: Item 3.5.	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	PAQC Thematic Report 2020 Term 1	-	Memo		Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-04-15 (after presentation to Academic Board 2020-04-08)	2020-04-29	2020-04-22 & 2020-05-20: Discussed at QAB. 2020-06-15: Update requested. 2020-08-26: Item 3.3.	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
May										
2020-05-13 2020-05-27										
June										
2020-06-10 2020-06-24										
July										
	PAQC Thematic Report 2020 Term 2	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	Delayed to 2020-08-12 due to impact of Lockdown restrictions	Delayed to 2020-08-26 due to impact of Lockdown restrictions	2020-08-26 Item 3.4.	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
	Graduate Survey Report	TBC	Graduate Survey results	To go to Academic Board, along with parallel input from QAB	Each Year	Manager, Te Korowai Kahurangi (with input from Ako Ahimura and / or QAB) - TBC	2020-07-08 2020-07-22 to Academic Board (Flag for late entry)	2020-07-22 2020-08-05 to Academic Board	2020-05-27: Expected at AALTC 2020-06-24. 2020-06-15: Update requested. 2020-06-26: Rescheduled to July from May.	Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result
	Student Course Survey Report (Semester 1)	Kaitiaki of Student Success	Student Course Survey results for Semester 1	To go to Academic Board	Each Semester	Manager, Te Korowai Kahurangi	2020-07-08 2020-07-22 to Academic Board (Flag for late entry)	2020-07-22 2020-08-05 to Academic Board	2020-06-15: Update requested. 2020-06-26: Rescheduled to July from June 2020-08-26: Item 3.2.	Summarises student feedback on courses and identifies trends, and actions taken as a result.
August										
	Student Performance Report (Semester 1)	Kaitiaki of Student Success	PowerBI data from the previous year	To go to Academic Board, along with parallel input from QAB	Each Year	Manager, Te Korowai Kahurangi (with parallel input from QAB)	2020-08-12 2020-08-19 to Academic Board	2020-08-26 2020-09-02 to Academic Board		Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
September										
2020-09-16 2020-09-30										
October										
	Student Course Survey Report (Semester 2)	Kaitiaki of Student Success	Student Course Survey Results (Semester 2)	To go to Academic Board	Each Semester	Manager, Te Korowai Kahurangi	2020-10-14 2020-10-21 to Academic Board (Flag for late entry)	2020-10-28 2020-11-04 to Academic Board		Summarises student feedback on courses and identifies trends, and actions taken as a result.
	PAQC Thematic Report 2020 Term 3	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-10-14 (after presentation to Academic Board 2020-10-07)	2020-10-28		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
November										
	AALTC 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, Ako Ahimura	2020-11-18 to Academic Board (Flag for late entry)	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.
December										
No scheduled meetings for this month.										
Late Jan / Early Feb 2021										
	PAQC Thematic Report 2020 Term 4	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	Mid-Feb 2021	Late-Feb 2021 after Academic Board meets		Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.