Committee:

Te Komiti Mātauranga |
Academic Committee

Document:
Updated:

Committee Actions Tracker
2020-09-30 for the meeting of 2020-10-07

		S - Specific	M - Measurable	R - Responsible	T - Timely	A - Achievable
Source	**Action #**	**Specification**	**Measure / Progress**	**Responsibility**	**Time Target / Closed**	**Achievement Status**
2019-06-12	Action-032	**Programme Development – Business Case Threshold** 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 **Item 4.4.2. Portfolio Leadership Group.** (Not motioned. Full presentation due 2020-08-05.) 2020-08-05: Work continuing. Delayed ETA to 2020-09-02. 2020-09-02: (Submission pending) **2020-10-07: Refer to Item 4.4.1.**	Simon Nash Simon Tries Kristine Brothers Nick Sheppard David Glover	TBC	Active
2019-07-03 (Formerly: Standing-001)	Action-047	**Review of Semesterised Delivery**	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; 2020-08-05; 2020-09-02: No change. 2020-10-07: __	Simon Nash	TBC	Low Priority
2019-11-13 Item 1.7.	Action-046	**Committee Work Plan/s 2020** Ensure that the Committee Work Plan is ready for 2020 and actively used throughout the year. Reviewed and Adopted Postgraduate Research & Scholarships Committee Unitec Research Committee Unitec Research Ethics Committee Quality Alignment Board Academic Approvals Committee Yet to fully schedule 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 **Item 3.2.** for dicussion 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 (**Item 4.2.3.**); URC (**Item 4.2.1.**); 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 (**Item 4.2.4.**); AAC (**Item 4.2.6.**). To do - AB; Ako Ahimura. 2020-08-05: Collective review scheduled for 2020-08-05 after the meeting. 2020-09-02: Review work interrupted by Lockdown. To be continued.	Simon Nash (Chair, Academic Board) Marcus Williams Simon Tries Maura Kempin Daniel Weinholz	TBC	Active
2020-07-01 Item 2.4.	Action-056	**Relationship of Policy and Procedure to the Terms of Reference for Academic Board** 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.	2020-08-05: Te Poari Mātauranga noted that Glenn Mckay is to approach ELT for consideration of budget to resource the implementation of the Te Reo Assessment Procedure needs to be undertaken. No other updates. 2020-09-02: (Item 5.1.) Glenn Mckay updated that ELT has agreed to set aside an amount of money from the central budget to fund the Assessment in Te Reo Procedure.	Simon Nash Simon Tries Steve Marshall	TBC	Active

2020-07-01 Item 3.3.	Action-057	**Review of Memo Templates** Chair and Secretary to review the templates for committee memos to consider if they contain adequate guidance.	2020-08-05: No change. Work is focused on development of a Handbook (Draft) for Unitec Academic Governance Committees (including Te Poari Mātauranga) to provisionally guide committees until further clarity flows down from NZIST. A draft Handbook is expected to be ready for Te Poari Mātauranga 2020-09-02. 2020-09-02: Handbook drafting incomplete. Capacity issues are resulting in slow progress. Work continues. 2020-10-07: Awaiting final versions of templates from Lynnette Brown.	Simon Nash Daniel Weinholz Lynnette Brown	TBC	Active
2020-09-02 Item 4.1.5.	Action-059	**Strategy Approval Process** Part 1. To develop a formal structural diagram that maps all current and planned strategies for information both to Unitec and the EER Panel. Part 2. To develop a proposed strategy approval process map, including guidelines as to which strategies do need approval from Te Poari Mātauranga and which do not.	2020-10-07: Part 1 - Refer to link within the EER Self-Assessment Summary. (See Item 1.6.3.1.)	Simon Nash (Chair, Te Komiti Mātauranga) Marcus Williams Maura Kempin Simon Tries	TBC	New

Next:

Action-060