

Work Plan - Ako Ahimura (2020)											
Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details	
Go to Ako Ahimura and then AB. Check with Simon Nash as to when the Final Strategy Reports for 2020 shall go to AB, and then work back to know when AALTC needs to see it one month before.	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.	
Specific month of scheduling TBC	Academic Integrity Semester Report	Kaitiaki of Learning and Teaching			Each Year	Manager, Te Puna Ako				Summarises management and themes relating to Academic Integrity.	
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.	
Keep for Sept and then possibly change to new system of delegated extracts coming down from AB as needed from Oct 1 onwards.	Māori Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Māori Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.	
As above	Pacific Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Pacific Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.	
As above	International Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, International Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.	
As above	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	
	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.	
Monthly for the remainder of 2020. For 2021, quarterly to March, June, Sept and then Oct and Nov as the end of year is very active.	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.	
January											
No scheduled meetings for this month.											
February											
							12/02/2020	26/02/2020			
March											
11/03/2020 25/03/2020 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	15/04/2020 2020-04-15 2020-04-22 to Academic Board (Flag for late entry)	29/04/2020 2020-04-29 2020-05-06 to Academic Board	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 Term 1, 2020	-	Memo		Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-04-15 (after presentation to Academic Board 2020-04-08)	29/04/2020	2020-08-26 Item 3.3.	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.	
May											
							13/05/2020	27/05/2020			
June											
							10/06/2020	24/06/2020			
July											
	PAQC Thematic Report Term 2, 2020	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	8/07/2020 Delayed to 2020-08-12 due to impact of Lockdown restrictions	22/07/2020 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	-	Each Year	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	2020-09-30 Item 3.1	Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result	
	Student Course Survey Report Semester 1, 2020	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	2020-08-26 Item 3.2.	Summarises student feedback on courses and identifies trends, and actions taken as a result.	
August											
	Student Performance Report Semester 1, 2020	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)	12/08/2020 2020-08-12 2020-08-19 to Academic Board	26/08/2020 2020-08-26 2020-09-02 to Academic Board	Delayed	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.	
September											
							16/09/2020	30/09/2020			
October											
	Student Course Survey Report Semester 2, 2020	Kaitiaki of Student Success	Student Course Survey Results (Semester 2)	To go to Academic Board	Each Semester	Manager, Te Korowai Kahurangi	14/10/2020 2020-10-14 2020-10-21 to Academic Board (Flag for late entry)	28/10/2020 2020-10-28 2020-11-04 to Academic Board	Delayed TBC	Summarises student feedback on courses and identifies trends, and actions taken as a result.	
	PAQC Thematic Report Term 3, 2020	-	Memo	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-10-14 (after presentation to Academic Board 2020-10-07)	28/10/2020	Delayed TBC	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.	
November											
	AALTC Annual Report 2020	Accountability to Academic Board	To go to Academic Board: Self-Assessment (2020) Terms of Reference (2021) Membership (2021)	Memo to Academic Board	Each Year	Chair, Ako Ahimura	11/11/2020 2020-11-18 to Academic Board (Flag for late entry)	25/11/2020 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.	
2021											
January (No scheduled meeting)											
February											
	PAQC Thematic Report Term 4, 2020	For Information	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.	
	Professional Development for Teachers Annual Report 2020	For Approval		To go to Academic Committee	Each Year	Manager, Te Puna Ako (with input from Ako Ahimura)				Reports on processes and outcomes from the: - Teacher Capability Development (Badging) System February - Ako Ahimura March - AcadComm	
	New Teacher Induction Report Intake 1, 2020	TBC	TBC	TBC	Twice each year Feb & Aug	Manager, Te Puna Ako					
March											
	Ako Ahimura Review of Student Course Surveys Annual Report 2020	For Discussion	Student Course Survey data from surveys in both semesters of the previous year	-	Each Year	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi			TBC - AALTC in March or in April?	Summarises student feedback on courses and identifies trends, and actions taken as a result.	
TBC - AALTC to receive the Thematic Report or the QAB Review of such?	QAB Review of PAQC Thematic Report Term 1, 2020	For Information	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi		1. QAB 2. AcadComm	TBC - Timing for presentation at AALTC	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.	
April											
May											

June										
TBC - AALTC to receive the Thematic Report or the QAB Review of such?	QAB Review of PAQC Thematic Report Term 2, 2020	For Information	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi		1. QAB 2. AcadComm	TBC - Timing for presentation at AALTC	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
July										
Ako Ahimura Review of the Student Course Survey Report Semester 1, 2021	For Discussion	Student Course Survey results for Semester 1, 2021	Ako Ahimura Review of the Student Course Survey Report	Each Semester	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi				-	Summarises student feedback on courses and identifies trends, and actions taken as a result. July - Survey Report presented to AALTC. August - AALTC Review presented by Chair AALTC to AcadComm.
Ako Ahimura Review of Student NPS Survey Report Extracts Semester 1, 2021	For Discussion	Relevant extracts from the Student Net Promoter Score (NPS) Survey results for Semester 1, 2021	Ako Ahimura Review of Student NPS Survey Report Extracts	Each Semester	Manager, Te Puna Ako					In 2021, Maura shall direct Bob on what extracts to report on to Ako Ahimura. Maura will present the Review to AcadComm. June - Survey results July - Presentation to AALTC by Bob Stewardson July - Chair AALTC presents AALTC Review to AcadComm
PAQC Thematic Report Term 2, 2021	For Information	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)				TBC	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
August										
New Teacher Induction Report Intake 1, 2020	TBC	TBC	TBC	Twice each year Feb & Aug	Manager, Te Puna Ako					
September										
Student Performance Report Semester 1, 2021	For Discussion	PowerBI data from the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura)	19/08/2020	2/09/2020		Target to AB October and include HOS Evaluative Commentaries Timing at AALTC is TBC	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Schools to take PEPs with Performance Reports and Success Teams to flow into the School Commentaries.
October										
Ako Ahimura Review of the Student Course Survey Report Semester 2, 2021	For Discussion	Student Course Survey Results (Semester 2)	Ako Ahimura Review of the Student Course Survey Report	Each Semester	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi				Timing at AALTC is TBC dependent on confirmation of when Survey Report gets released.	Summarises student feedback on courses and identifies trends, and actions taken as a result. November - Chair AALTC to present AALTC Review to AcadComm.
November										
TBC - AALTC to receive the Thematic Report or the QAB Review of such?	QAB Review of PAQC Thematic Report Term 3, 2020	For Information	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi			TBC - Timing for presentation at AALTC	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
AALTC Annual Report 2021	For Discussion	Self-Assessment (2021) Terms of Reference (2022) Membership (2022)	Memo to Academic Committee	Each Year	Chair, Ako Ahimura					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. November - AALTC Self-Assessment December - Chair AALTC to present Report to AcadComm
Ako Ahimura Review of Student NPS Survey Report Extracts Semester 2, 2021	For Discussion	Relevant extracts from the Student Net Promoter Score (NPS) Survey results for Semester 1, 2021	Ako Ahimura Review of Student NPS Survey Report Extracts	Each Semester	Manager, Te Puna Ako				Timing at AALTC is TBC dependent on confirmation of when Survey Report gets released.	In 2021, Maura shall direct Bob on what extracts to report on to Ako Ahimura. Maura will present the Review to AcadComm. TBC: October - Survey results TBC: November - Presentation to AALTC by Bob Stewardson December - Chair AALTC presents AALTC Review to AcadComm
December (No scheduled meeting)										