<u>Month</u>	<u>Item</u>	<u>Takitahi</u>	<u>Input/s</u>	Output/s	COMMITT Frequency	EE WORK PLAN // Quality Alignment Bo <u>Author</u>	ard 2020 Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule				T	Lety	- TDO	1			
(Requirements under	Industry and Stakeholder Engagement Report				Each Year	TBC Heather Stonyer / David Glover /			1	Provides an evaluation of stakeholder engagement approaches and effectiveness.  Report requested both by Academic Board and Quality Alignment Board.
development)	кероп					Heads of School /				Summarises approaches to and effectiveness of Schools' stakeholder engagement.
						Director, Industry Engagement				AS PER INDUSTRY MEMO TO QAB AUGUST, THIS WORK IS INTEGRATED UNDER THE
										SCHOOL EVALUATIVE COMMETARIES.
AD HOC	Policy and Process	-	Various	- -	As needed	Various	T -	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
	Changes Summary Report on	Kaitiaki of Academic	Programme reviews and resulting actions	_	As needed	PAQC Chair/s	_		<del> </del>	Summarises outcome of review and actions being taken.
	Specific Programme Review	Quality				Te Korowai Kahurangi				,
	Summary Report on	Kaitiaki of Academic	Reviews by external bodies and resulting	-	As needed	PAQC Chairs	_		<del> </del>	Summarises outcome of review by external body and any actions being taken.
	Professional Accreditation / Registration	Quality	actions							
	Other Matters		Various		As needed	Various		ļ!	<b> </b>	Discuss the matter with the Chair prior to writing a memo for the committee.
EACH MEETING	Other Matters	-	various	-	Astriceded	Vallous	-			biscuss the matter with the orient prior to writing a memorifor the committee.
EAGT MEETING	QAB Subcommittee	Accountability to Academic Board	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, QAB	(Within one week of the last meeting of Ako	(Academic Board normally meets one	-	Summarises the latest work of the committee and issues needing to be raised.
	Report	Addenne Board					Ahimura.)	week after Ako Ahimura)		
	Māori Success Report		Memo for Information (Cascaded from		Each month	Director, Māori Success	(Flag as late entry)		<b></b>	Outlines progress against achievement of Strategy and Operational Plan.
	Pacific Success Report	-	Academic Board)  Memo for Information (Cascaded from	-	Each month	Director, Pacific Success	-	-	ļ	Outlines progress against achievement of Strategy and Operational Plan.
	International Success		Academic Board)  Memo for Information (Cascaded from	-	Each month	Director, International Success	_	ļ	<u> </u>	Outlines progress against achievement of Strategy and Operational Plan.
	Report Under-25s Success Report		Academic Board)  Memo for Information (Cascaded from	-	Each month	Director, Under-25s and United Pathways	_	ļ	<u> </u>	Outlines progress against achievement of Strategy and Operational Plan.
	Academic Quality Action		Academic Board)  Memo for Information (Cascaded from	-	Each month	College  Director, Ako		-	ļ	Reports on progress against the Academic Quality Action Plan
	Plan Report  Consistency Reviews	- Kaitiaki of Academic	Academic Board)  Memo	-			-	<u> </u>	ļ	Provides an update on progress and outcomes from NZQA Consistency Reviews.
	Report (Levels 1-6)	Quality	with RAG Tracker	-	Every meeting	Lead, Quality Systems	-		1	Provides an update on progress and outcomes from NZQA Consistency Reviews.  Provides an overview of United Relevant Consistency Reviews.  A rolling report on the outcomes from assuring consistency.
	Degree Monitoring	Kaitiaki of Academic	Memo	-	Every meeting	Lead, Quality Partnering	-	-	-	Summarises progress and outcomes of degree monitoring.
0000	Report	Quality	with RAG Tracker	I			i			A rolling report on the outcomes from degree monitoring reports.
2020			K1 8.4 41.							No exhadulad mostle or facthic marks
January			No Meeting							No scheduled meetings for this month.
February	PAQC Memberships	Rangatira of PAQCs	Memberships of each PAQC for the year		Each Year	PAQC Chairs		Final meeting of Quality	Completed through	Identifies members of each committee, and their roles in the committee.
			coming					Alignment Board for a year	Steve Marshall and AAQ Team, but not	
					L				reported to QAB.	
March	PAQC Quarterly Chair	Kaitiaki of PAQCs	Summarises the work of PAQCs:	PAQC Thematic Report	Each Term	PAQC Chairs	2020-03-04	2020-03-18	2020-04-22	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided
	Reports		- Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity	Term 1, 2020					Item 4.2.1.	by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report
	Term 1, 2020		- Risks - Teachout of programmes - Developments							templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
			- External Moderation - Key QA systems							
			- Key actions and progress							
									<u> </u>	
	PAQC Thematic Report	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	2020-03-04	2020-03-18	2020-04-22 Item 4.2.1.	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports
	Term 1, 2020									and identifies any institutional themes/issues and recommends actions (see report templates for full details).
										After review by QAB, the Thematic Report then goes up to Te Poari Mâtauranga.
April	Programme Evaluation and	Kaitiaki of QMS	Programme Evaluation & Planning (PEP)	To go to Academic Board	Each Year	Manager, Te Korowai Kahurangi	<b>2020-04-08</b> 2020-04-08	<b>2020-04-22</b> 2020-04-22	2020-08-05	Reports on programme evaluation process and outcomes and actions being taken to
	Planning (PEP)	Processes	Reports submitted to QAB in the previous academic year			(with input from QAB and Te Puna Ako)	2020-04-22 to	2020-05-06 to Academic	Academic Board Item 3.2.	address any issues. Reports on process which supports Programme Evaluation and Planning and provides
	Final Report 2019						Academic Board (Flag for late entry)	Board		thematic analysis of reports and recommends actions to be adopted
	Student Performance Reporting	Kaitiaki of QMS Processes	PowerBl data from the previous year	To go to Academic Board, along with parallel input	Each Year	Manager, Te Korowai Kahurangi (with parallel input from both Ako Ahimura	2020-04-08	2020-04-22	Done	Reports achievement against EPI and Graduate outcome targets and identifies any actions required.
	Final Report 2019			from Ako Ahimura		and Quality Alignment Board) and / or	2020-04-22 to Academic Board	2020-05-06 to Academic Board		Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	Degree Monitoring	Kaitiaki of QMS	Degree Monitoring Reports	To go to Academic Board	Each Year	Director, Ako  Lead, Quality Partnering, Te Korowai	(Flag for late entry)	-	Cancelled due to	Reports on processes and outcomes of Degree Monitoring.
	Final Report 2019	Processes				Kahurangi			impact of Lockdown	
	Consistency Reviews	Kaitiaki of QMS Processes	Consistency Reviews	To go to Academic Board	Each Year	Lead, Quality Systems, Te Korowai Kahurangi	-	-	Cancelled due to impact of Lockdown	Reports on processes and outcomes in support of NZQA Consistency Reviews.
	Final Report 2019									
May	Stakeholder Engagement	Report		I	Each Year	Director, Industry Engagement	2020-05-06	2020-05-20	2020-08-19	Summarises approaches to and effectiveness of Schools' stakeholder engagement
	Report								Item 2.1.	
									2020-09-15 Item 1.5.3.	
June							2020-06-03	2020-06-17		
	Statutory Declaration to NZQA	Kaitiaki of QMS Processes	Results of Annual Attestation Compliance Process	Statutory Declaration from Chief Executive	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-06-03	2020-06-17	2020-06-17 Item 3.4.	Summarises evidence to support annual attestation and recommends outcome to Academic Board and the Chief Executive.
				to NZQA					<u> </u>	Reports on outcome of annual Statutory Declaration and actions being taken.
July	QAB Review of	For Discussion	* Graduate Survey Report	QAB Review of Graduate	Each Year	Manager, Te Korowai Kahurangi	2020-07-01	2020-07-15	2020-09-23	Summarises graduate feedback on programmes and qualifications, identifies trends and
	Graduate Survey Report		* Committee Discussion	Survery Report					Item 3.3.	Actions being taken as a result
				(Up to next AB)						
August							2020-08-05	2020-08-19		
<b>,</b>	Student Performance Report	Kaitiaki of QMS Processes	PowerBI data from the previous year Outcomes of the CEP Process	To go to Academic Board, along with parallel input	Each Year	Manager, Te Korowai Kahurangi (with parallel input from Ako Ahimura)	2020-08-05	2020-08-19	2020-08-19 Item 3.2.1.	Reports achievement against EPI and Graduate outcome targets and identifies any actions required.
	Semester 1, 2020			from Ako Ahimura		ĺ	2020-08-19 to Academic Board	2020-09-02 to Academic Board	2020-09-23	Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Summarises the key findings of the CEP Process.
	PAQC Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs:	PAQC Thematic Report	Each Term	PAQC Chairs	QAB Account	2020-08-19	Item 1.5.3. 2020-08-19	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided
	Term 2, 2020		- Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity	Term 2, 2020			2020-07-31		Item 3.5.	by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report
			- Risks - Teachout of programmes							templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
			- Developments - External Moderation							
			<ul> <li>Key QA systems</li> <li>Key actions and progress</li> </ul>							
					<u></u> _				<u> </u>	
	PAQC Thematic Report	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	2020-08-05	2020-08-19	2020-08-19 Item 3.5.	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports
	Term 2, 2020									and identifies any institutional themes/issues and recommends actions (see report templates for full details).
					<u> </u>		<u> </u>		<u> </u>	After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
September	Course Evaluation &	Kaitiaki of QMS	CEP Reports		Each Semester	Lead, Quality Systems, Te Korowai	2020-09-09	2020-09-23	2020-09-23	Summarises key findings of CEP Process.
	Planning (CEP)	Processes	Semester 1, 2020		(two months after end of	Kahurangi			Item 3.3.	
	Outcomes Report Semester 1, 2020				semester)					
	Programme Evaluation & Planning (PEP)	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB for the end of	To go to Te Poari Mātauranga	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	-	-	Delayed due to Lockdown impacts	Reports on programme evaluation process and outcomes and actions being taken to address any issues.
	Interim Report 2020		Semester 1, 2020							Brought forward from October so to align with submission of the report to Te Poari
	<u></u>				<u> </u>		<u> </u>		<u>L</u>	Måtauranga in September.
October	PAQC Chair Reports	Kaitiaki of PAQCs	Summarises the work of PAQCs:	PAQC Thematic Report	Each Term	PAQC Chairs	2020-10-07 End of September	<b>2020-10-21</b> 2020-10-21	-	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided
	Term 3, 2020	-	- Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity	Term 3, 2020			2020-09-30			by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report
			- Risks - Teachout of programmes							templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
			- Developments - External Moderation							
			<ul> <li>Key QA systems</li> <li>Key actions and progress</li> </ul>							
		K-iti-I-i -f DAOO-	PAQC Chair Reports	Memo to Te Poari	Each Term	Lead - Quality Partnering, Te Korowai	2020-10-07	2020-10-21	-	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports
	PAQC Thematic Report	Kaitiaki of PAQCs	Trigo onan riopono	Mātauranga		Kahurangi			J.	
	PAQC Thematic Report Term 3, 2020	Kaltiaki of PAQCS	Mac Glain Ropole	Mātauranga		Kahurangi				and identifies any institutional themes/issues and recommends actions (see report templates for full details).
	· ·	Kalilaki of PAQCS	Trac chair report	Mätauranga		Kahurangi				and identifies any institutional themes/issues and recommends actions (see report templates

	QAB Committee Final Report 2020	Accountability to Te Poar Mătauranga	ri Self-Assessment (2020) Terms of Reference (2021) Membership (2021)	Memo to Te Poari Mātauranga	Each Year	Chair, Quality Alignment Board	2020-11-18 Te Poari Mătauranga (Flag for late entry)	2020-12-02 Te Poari Mātauranga	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.
December									No scheduled meetings for this month.
2021					_				
January			T		I	I	tbc	tbc	
			<u> </u>						<u> </u>
February	Course Evaluation &	Kaitiaki of QMS	CEP Reports	-	Each Semester	Lead, Quality Systems, Te Korowai	tbc tbc	tbc tbc	Summarises key findings of CEP Process.
Dates TO BE CONFIRMED	Planning (CEP)  Outcomes Report Semester 2, 2020	Processes	Semester 2, 2020		(two months after end of semester)	Kahurangi			
Dates TO BE CONFIRMED	PAQC Chair Reports Term 4, 2020	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress	PAQC Thematic Report Term 4, 2020	Each Term	PAQC Chairs	End of December of the previous year 2020-12-31	TBC	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provic by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details).  After review by QAB, the Thematic Report then goes up to Te Poarl Mătauranga.
	PAQC Thematic Report	Kaitiaki of PAQCs	PAQC Chair Reports	Mama to Ta Daari	Foot Torm	Load Quality Portnering To Kerewai	TDC	TDC	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provi
Dates TO BE CONFIRMED	Term 4, 2020	Ratilaki of PAQCS	PAGE Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	TBC	ТВС	by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs report and identifies any institutional themes/issues and recommends actions (see report templa for full details).  After review by QAB, the Thematic Report then goes up to Te Poari Mătauranga.
					•				
March							tbc	tbc	
April							tbc	tbc	
Dates TO BE CONFIRMED	Programme Evaluation & Planning (PEP) Final Report 2020	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB account before end of February 2021	Memo to Te Poari Mätauranga	Each Year	Manager, Te Korowai Kahurangi & Lead - Quality Systems, Te Korowai Kahurangi (with input from QAB and Te Puna Ako)	tbc	tbc	Reports on programme evaluation process and outcomes and actions being taken to address any issues.  Reports on process which supports Programme Evaluation and Planning and provides thematic analysis of reports and recommends actions to be adopted
May	PAQC Chair Reports Term 1, 2021	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks	PAQC Thematic Report Term 1, 2021	Each Term	PAQC Chairs	End of April 2021-04-30	tbc TBC	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provic by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details).
ates TO BE DNFIRMED			- Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress						After review by QAB, the Thematic Report then goes up to Te Poari Mâtauranga.
Dates TO BE	PAQC Thematic Report Term 1, 2021	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	TBC	TBC	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports prov by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs report and identifies any institutional themes/issues and recommends actions (see report templi for full details).