Work Plan
Te Komiti Mātauranga | Academic Committee
(2020 - 2021)
Updated: 2020-11-26 for meeting of 2020-12-02

All reports are required to reflect the principles and guidance outlined in the Academic Statute.
Link to Academic Statute

Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule										
	Institute Evaluation									For 2021 looking back at 2020, put alongside the SPR Final Report 2020 … And it may end up melting into one single report.
	Academic Portfolio Strategy				Each Year	David Glover Simon Nash				Report on achievement of strategic priorities. It should be developed by the Portfolio Leadership Group and inform the LT Strategy
OTHER										
	Policy and Process Changes		Various		As needed	Various				Any ad hoc matters should first be discussed with the Chair prior to preparing a paper in order to determine the best way of handling the matter. Any changes to Policy, Procedure and / or Process which clearly align to the work of a Subcommittee shall be delegated by default to that Subcommittee.
	Other Matters		Various		As needed	Various				Ensures Academic Board is kept informed of matters of relevance. Any ad hoc matters should first be discussed with the Chair prior to preparing a paper in order to determine the best way of handling the matter.
	Performance Based Research Fund (PBRF) Report		Memo from Tūāpapa Rangahau		Every 6 years	Director, Research and Enterprise				Summary of PBRF outcomes.
Strategy & System Reporting						TWO WEEKS before the meeting				
	Māori Success Report	Kaitiaki of QMS Processes	Māori Success Strategy	-	Bi-monthly	Director, Māori Success				Outlines progress against achievement of Strategy and Operational Plan.
	Pacific Success Report	Kaitiaki of QMS Processes	Pacific Success Strategy	-	Bi-monthly	Director, Pacific Success				Outlines progress against achievement of Strategy and Operational Plan.
	International Success Report	Kaitiaki of QMS Processes	International Success Strategy	-	Bi-monthly	Director, International Success				Outlines progress against achievement of Strategy and Operational Plan.
	Under-25s Success Report	Kaitiaki of QMS Processes	Under-25s Success Strategy	-	Bi-monthly	Director, Under-25s and Unitec Pathways College				Outlines progress against achievement of Strategy and Operational Plan.
	Student Success Report	Kaitiaki of QMS Processes	Student Success Strategy	-	Bi-monthly	Director, Student Success Student President				
	Academic Quality Action Plan (AQAP) Report	Kaitiaki of QMS Processes	AQAP	-	Monthly	Executive Director, Ako				Reports on progress against the Academic Quality Action Plan
	Chair Report Te Komiti Mātauranga	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. NZIST Academic Board 2. Te Poari Mātauranga (itself) 3. Subcommitees of Te Poari Mātauranga	Monthly	Chair, Te Komiti Mātauranga				Summarises the latest work of the committee and issues needing to be raised.
	Chair Report URC	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. Te Komiti Mātauranga 2. URC itself	Monthly	Chair, Unitec Research Committee				Summarises the latest work of the committee and issues needing to be raised.
	Chair Report UREC	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. Te Komiti Mātauranga 2. UREC itself	Monthly	Secretary & Chair (UREC) via Director, Research and Enterprise				Summarises the latest work of the committee and issues needing to be raised.
	Chair Report PGRSC	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. Te Komiti Mātauranga 2. PGRSC itself	Monthly	Chair, Postgraduate Research and Scholarships Committee				Summarises the latest work of the committee and issues needing to be raised.
	Chair Report AAC	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. Te Komiti Mātauranga 2. AAC itself	Monthly	Chair, Academic Approvals Committee				Summarises the latest work of the committee and issues needing to be raised.
	Chair Report AALTC	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. Te Komiti Mātauranga 2. AALTC itself	Monthly	Chair, Ako Ahimura				Summarises the latest work of the committee and issues needing to be raised. (Flag as a regular late entry due to subcommittee meeting ONE week/s before Te Poari Mātauranga.)
	Chair Report QAB	Kaitiaki of QMS Processes	Minutes of latest meeting/s	1. Te Komiti Mātauranga 2. QAB itself 3. PAQCs	Monthly	Chair, Quality Alignment Board				Summarises the latest work of the committee and issues needing to be raised. (Flag as a regular late entry due to subcommittee meeting TWO week/s before Te Poari Mātauranga.)
	QMS Report Programme Developments	Kaitiaki of QMS Processes	Memo with Tracker	-	-	Manager, Te Korowai Kahurangi				
	QMS Report Programme Reviews	Kaitiaki of QMS Processes	Memo with Tracker	-	-	Manager, Te Korowai Kahurangi				
	QMS Report Degree Monitoring	Kaitiaki of QMS Processes	Memo with Tracker	-	-	Manager, Te Korowai Kahurangi				
	QMS Report Academic Risk Management	Kaitiaki of QMS Processes	Programme Risk Registers PowerBI dashboard Thematic analysis of Quarterly PAQC Reports	-	-	Manager, Te Korowai Kahurangi				Provides oversight of key academic risks across all academic provision.
January										
February							2020-01-22	2020-02-05		
	Māori Success Review	Kaitiaki of Māori students Te Tiriti o Waitangi	Outcomes of the previous year	-	Each Semester	Director, Māori Success	2020-01-22	2020-02-05	Start in 2021	
	Pacific Success Review	Kaitiaki of Pacific students Global neighbourhood citizenship	Outcomes of the previous year	-	Each Semester	Director, Pacific Success	2020-01-22	2020-02-05	Start in 2021	
March							2020-02-19	2020-03-04		
	Student Performance Report (Interim)	Kaitiaki of Student Success	PowerBI data from the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura)	2020-02-19	2020-03-04	Incorporated into Student Performance Report (May)	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	Degree Monitoring Annual Report	Kaitiaki of Academic Quality	Degree Monitoring Reports and Tracking from the previous year	-	Each Year	TBC	2020-02-19	2020-03-04	Cancelled due to impact of Lockdowns	
	Industry Engagement Annual Report	TBC	Employer Survey results collected every 2nd November	-	Each Year	TBC	2020-02-19	2020-03-04	Incoporated into reporting from Schools	TBC - Do not roll over into 2021.
	Complaints Annual Report	Kaitiaki of QMS Processes	Data from Complaints in the previous year	-	Each Year	TBC	2020-02-19	2020-03-04	Start in 2021	
	Appeals Annual Report	Kaitiaki of QMS Processes	Data from Appeals in the previous year	-	Each Year	TBC	2020-02-19	2020-03-04	Start in 2021	
April							2020-03-25	2020-04-08		
	Ako Ahimura Review of Student Course Surveys Annual Report 2019	Kaitiaki of Student Success	Student Course Survey data from surveys in both semesters of the previous year	-	Each Year	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi	2020-03-25	2020-04-08	Start in 2021	Summarises student feedback on courses and identifies trends, and actions taken as a result.
	Student Success Annual Report	Kaitiaki of Student Success	TBC	-	Each Year	TBC	2020-03-25	2020-04-08	Start in 2021	
	Enrolments Processing Annual Report	Kaitiaki of Student Success	TBC	-	Each Year	TBC	2020-03-25	2020-04-08	Start in 2021	
	PAQC Thematic Report Term 1, 2020	Kaitiaki of QMS Processes	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-03-25	2020-04-08	Start in 2021	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
May							2020-04-22	2020-05-06		
	Student Performance Final Report 2019	Kaitiaki of Student Performance	PowerBI data from the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura)	2020-04-22	2020-05-06	2020-06-03 Item 3.1.	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi.
	Programme Evaluation and Planning (PEP) Final Report 2019	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB in the previous academic year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-04-22	2020-05-06	2020-08-05 Item 3.2.	Reports on programme evaluation process and outcomes and actions being taken to address any issues
June							2020-05-20	2020-06-03		

Month	Report	Kaitiaki / Role	Source	Memo/Other	Frequency	Owner	Date (QAB)	Date (AB)	Status	Description
	QAB Review of Graduate Survey Report	Kaitiaki of Student Performance	Graduate Survey results	-	Each Year	Manager, Te Korowai Kahurangi	2020-05-06 / 2020-05-20 to Academic Board (Flag for late entry)	2020-05-20 / 2020-06-03 to Academic Board	Delayed to QAB 2020-09-23 / ETA delayed to AC	Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result / Going to QAB first, then a brief summary going to AB to receive and discuss. / In 2021, schedule as July for QAB and August to AB.
July							**2020-06-17**	**2020-07-01**		
	Ako Ahimura Review of Student Course Survey Report, Semester 1, 2020	Kaitiaki of Student Success	Student Course Survey results for Semester 1	-	Each Semester	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi	2020-06-17	2020-07-01	Received by Ako Ahimura 2020-08-26 / 2020-10-07 Item 4.4.3.	Summarises student feedback on courses and identifies trends, and actions taken as a result. / In 2021, Survey Report to AALTC July and then AALTC Review to August AB.
	Ako Ahimura Review of Student NPS Survey Report Extracts, Semester 1, 2020	Kaitiaki of Student Success	Student Net Promoter Score (NPS) Survey results for Semester 1	-	Each Semester	Manager, Te Puna Ako	2020-06-17	2020-07-01	2020-12-02 Item 4.2.5.2.	In 2021, Maura shall direct Bob on what extracts to report on to Ako Ahimura. Maura will present the Review to AB. / Survey is owned by Marketing / Bob Stewardson ... Survey results come out in June. Bob presents sub-report to AALTC in July. / MK presents AALTC Review to AB at start of August.
	Research Productivity Traffic Light (RPTL) Report	Kaitiaki of Student Performance	Research Outputs Management (ROMS) database	-	Each Semester	Director, Research and Enterprise	2020-06-17	2020-07-01	2020-07-01 Item 2.2.	This process involves the auditing of all degree teaching staffs research outputs over the last two years. / TBC between SN and MW (DW to send comms to MW to check) ... Each semester a RAG sheet with commentary to show what has changed.
	PAQC Thematic Report, Term 2, 2020	Kaitiaki of QMS Processes	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB)	2020-06-17	2020-07-01	2020-09-02 Item 4.2.6.2.	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
	QAB Report on Statutory Declaration to NZQA	Kaitiaki of QMS Processes	Memo from Quality Alignment Board / Results of Annual Attestation Compliance Process	Statutory Declaration to NZQA from Chief Executive	Each Year	Chair, Quality Alignment Board	2020-06-17 (Flag as late entry)	2020-07-01	2020-06-03 Item 3.2.	Summarises evidence to support annual attestation and recommends outcome to Academic Board and the Chief Executive.
August							**2020-07-22**	**2020-08-05**		
	Māori Success Interim Report 2020	Kaitiaki of Māori learners Te Tiriti o Waitangi	Outcomes of the previous semester	-	Each Semester	Director, Māori Success	2020-07-22	2020-08-05	2020-11-04 Item 4.1.	All Academic Success Strategies to submit a Success Review each semester to AB. RAG with Commentary. / Relevant SDR data comes out end Jan and mid-August each year. / For 2020, semester 1 review shall go to AB September. Māori, Pacific, Intl, U25, Student Success. Sem 2 review (data out end Jan 2021) to submit to AB March 2021. / For 2021, all those plus Learning and Teaching Strategy. Sem 1 to go to AB September 2021 and Sem 2 to go to AB March 2022.
	Pacific Success Interim Report 2020	Kaitiaki of Pacific learners Global neighbourhood citizenship	Outcomes of the previous semester	-	Each Semester	Director, Pacific Success	2020-07-22	2020-08-05	2020-11-04 Item 4.1.	
	International Success Interim Report 2020	Kaitiaki of International learners			Each Semester	TBC	2020-07-22	2020-08-05	2020-11-04 Item 4.1.	
	Under-25s Success Interim Report 2020	Kaitiaki of Under-25s learners				Director, Under-25s Success	2020-07-22	2020-08-05	2020-11-04 Item 4.1.	
	Research Annual Report 2019	TBC	KPIs & Internal sources	-	Each Year	Director, Research and Enterprise	2020-06-17	2020-07-01	2020-08-05 Item 2.2.	Sourced internally from various sources, which involves outcomes relating to our KPIs and other daily tasks/projects. Reports against Research outcome targets.
September							**2020-08-19**	**2020-09-02**		
	Programme Evaluation and Planning (PEP) Interim Report 2020	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB for the end of Semester 1	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	2020-08-19	2020-09-02	Target to QAB October / Target QAB Review up to AB November	Reports on programme evaluation process and outcomes and actions being taken to address any issues / Aiming .... For 2020 Interim, workshops to complete by PEPs due to QAB Email Account by end August ... Analysis through sampling / targeted approach (TKK / TPA / Schools) to end Sept ... consulted and completed School Commentaries to AB October. Maybe QAB Meeting in mid-October ... TBC after scope is defined. / For 2020 Final PEPs report to QAB Account by end of April and School Commentaries to AB in May. / For 2021 Interim and Final PEPs ... Process Evaluation by TKK feed into School Commentaries. Outcomes Evaluation becomes part of School Commentaries with input from priority group teams, TPA and others.
	Student Performance Report, Semester 1, 2020	Kaitiaki of Student Success	PowerBI data from the previous year	-	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Ako Ahimura)	2020-08-19	2020-09-02	2020-11-04 Item 3.1.	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.
	Education Code of Practice - Performance Self-Assessment Report	Manaaki of Students	Self-Review of performance against requirements of the Education (Pastoral Care of International Students) Code of Practice 2016	-	Each Year	Student Success, Annette Pitovao (International & Domestic)	2020-08-19	2020-09-02	2020-10-07 Item 4.4.8.	Compliance important for Academic Board ... Mostly pastoral ... Student Success to (TBC) and then AB September.
October	(None)						**2020-09-23**	**2020-10-07**		
November							**2020-10-21**	**2020-11-04**		
	Ako Ahimura Review of Student Course Survey Report, Semester 2, 2020	Kaitiaki of Student Success	Student Course Survey Results (Semester 2)	-	Each Semester	Manager, Te Korowai Kahurangi and Manager, Te Puna Ako	2020-10-21	2020-11-04	ETA to either Dec 2020 or Feb 2021.	Summarises student feedback on courses and identifies trends, and actions taken as a result.
	~~PAQC Thematic Report Term 3, 2020~~	~~Kaitiaki of QMS Processes~~	~~PAQC Chair Reports and Thematic Analysis~~	-	~~Each Term~~	~~Lead - Quality Partnering, Te Korowai Kahurangi (with input from QAB 2020-10-21)~~	~~2020-10-21~~	~~2020-11-04~~	Incorporated into reporting from Te Poari Whai Kounga (QAB)	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
	Ako Ahimura Review of Student NPS Survey Report, Semester 2, 2020	Manaaki of Students	Student Net Promoter Score (NPS) Survey Results	-	Each Semester	Manager, Te Puna Ako	2020-11-18	2020-12-02	ETA TBC	
December							**2020-11-18**	**2020-12-02**		
	UREC Annual Report 2020	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Director, Research and Enterprise	2020-11-18	2020-12-02		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.
	URC Annual Report 2020	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Unitec Research Committee	2020-11-18	2020-12-02		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.
	PGRSC Annual Report 2020	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Postgraduate Research and Scholarships Committee	2020-11-18	2020-12-02		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.
	QAB Annual Report 2020	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Quality Alignment Board	2020-11-18	2020-12-02		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.
	AA-LTC Annual Report 2020	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Ako Ahimura	2020-11-18	2020-12-02	2020-12-02 Item 4.2.5.1.	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.
	AAC Annual Report 2020	Rangatira of Subcommittees	Memo for Approval	Approval of: Terms of Reference (2021) Membership (2021) Self-Assessment	Each Year	Chair, Academic Approvals Committee	2020-11-18	2020-12-02		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.
2021										
February TBC	AB Annual Report	Accountability to NZIST as Kaitiaki of the Unitec QMS	Terms of Reference (2021) Membership (2021) Self-Evaluation Responses	Memo to NZIST Academic Board	Each Year	Chair, Academic Board	ASAP in 2021	ASAP in 2021		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.
	Māori Success Review	Kaitiaki of Māori students Te Tiriti o Waitangi	Outcomes of the previous year	-	Each Semester	Director, Māori Success	2020-01-22	2020-02-05		
	Pacific Success Review	Kaitiaki of Pacific students Global neighbourhood citizenship	Outcomes of the previous year	-	Each Semester	Director, Pacific Success	2020-01-22	2020-02-05		
March										

	Ako Ahimura Review of Professional Development for Teachers Annual Report 2020				Each Year	Manager, Te Puna Ako (with input from Ako Ahimura)		Ako Ahimura February Te Poari Mātauranga March		Reports on processes and outcomes from the: - Teacher Capability Development (Badging) System - Teacher Induction System
	Degree Monitoring Annual Report 2020				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)		Te Poari Mātauranga March		Reports on processes and outcomes of Degree Monitoring. No report in 2020 for 2019 due to resource constratins. TBC - "This will move to the second half of the year as degree monitoring transitions to first third of year." ST
	Assuring Consistency Annual Report 2020				Each Year	Manager, Te Korowai Kahurangi (with input from QAB)				Reports on processes and outcomes of Consistecy Reviews, but is more than just Consistecy Reviews. No report for 2019 due to Lockdowns in 2020.
TBC - Start in 2021	Complaints Annual Report 2020	Kaitiaki of QMS Processes	Data from Complaints in the previous year	-	Each Year	TBC				
TBC - Start in 2021	Appeals Annual Report2020	Kaitiaki of QMS Processes	Data from Appeals in the previous year	-	Each Year	TBC				

April

TBC - Start in 2021	Student Success Annual Report 2020	Kaitiaki of Student Success	TBC	-	Each Year	TBC				
TBC - Start in 2021	Enrolments Processing Annual Report 2020	Kaitiaki of QMS Processes	TBC	-	Each Year	TBC				
TBC - Start in 2021	Ako Ahimura Review of Student Course Surveys Annual Report 2020	Kaitiaki of Student Success	Student Course Survey data from surveys in both semesters of the previous year	-	Each Year	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi		1. AALTC 2. AcadComm		Summarises student feedback on courses and identifies trends, and actions taken as a result.

May

	Institutional Self-Assessment Annual Report 2020		Institutional self-assessment activities		Each Year	Director, Ako			Needs to be after PEP Reporting, possibly in May (TBC).	Reports on whole of institute self-assessment outcome, incorporating: School (Portfolio) reviews Support Team Reviews Connects to Self-Assessment document for NZQA/EER.