

| Month | Main Item | Supporting Item/s | Frequency | Author | Submission Due | Scheduled Presentation | Actual Presentation | Other Details |
|---|--|--|---------------|--|----------------|------------------------|---|---|
| All reports are required to reflect the principles and guidance outlined in the Academic Statute. Link to Academic Statute | | | | | | | | |
| 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 | Māori Success Strategy | Each meeting | Director, Māori Success | | | | Outlines progress against achievement of Strategy and Operational Plan. |
| | Pacific Success Report | Pacific Success Strategy | Each meeting | Director, Pacific Success | | | | Outlines progress against achievement of Strategy and Operational Plan. |
| | International Success Report | International Success Strategy | Each meeting | Director, International Success | | | | Outlines progress against achievement of Strategy and Operational Plan. |
| | Under-25s Success Report | Under-25s Success Strategy | Each meeting | Director, Under-25s and Unitec Pathways College | | | | Outlines progress against achievement of Strategy and Operational Plan. |
| | Student Voice & Student Success Report | Student Success Strategy | Each meeting | Student President & Director, Student Success | | | | |
| | Chair Report Te Komiti Mātauranga (AC) | Minutes of latest meeting/s | Each meeting | Chair, Te Komiti Mātauranga | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Chair Report Te Komiti Rangahau o Unitec (URC) | Minutes of latest meeting/s | Each meeting | Chair, Unitec Research Committee | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Chair Report Te Komiti Tikanga Matatika (UREC) | Minutes of latest meeting/s | Each meeting | Secretary & Chair (UREC) via Director, Research and Enterprise | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Chair Report Te Komiti Whakahaere a ngā Pia (PGRSC) | Minutes of latest meeting/s | Each meeting | Chair, Postgraduate Research and Scholarships Committee | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Chair Report Te Komiti Whakamana Hotaka Hou (AAC) | Minutes of latest meeting/s | Each meeting | Chair, Academic Approvals Committee | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Chair Report Ako Ahimura (AALTC) | Minutes of latest meeting/s | Each meeting | Chair, Ako Ahimura Learning & Teaching Committee | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | Chair Report Te Poari Whai Kōunga (QAB) | Minutes of latest meeting/s | Each meeting | Chair, Quality Alignment Board | | | | Summarises the latest work of the committee and issues needing to be raised. |
| | QMS Report Programme Developments | Memo with Tracker | Each meeting | Manager, Te Korowai Kahurangi | | | | |
| | QMS Report Programme Reviews | Memo with Tracker | Each meeting | Manager, Te Korowai Kahurangi | | | | |
| | QMS Report Degree Monitoring | Memo with Tracker | Each meeting | Manager, Te Korowai Kahurangi | | | | |
| | QMS Report Academic Risk Management | Programme Risk Registers PowerBI dashboard Thematic analysis of Quarterly PAQC Reports | Each meeting | Manager, Te Korowai Kahurangi | | | | Provides oversight of key academic risks across all academic provision. |
| | Teacher Capability Development (TCD) Report | Memo with Tracker | Each meeting | Manager, Te Puna Ako | | | | |
| 2020 November | | | | | | | | |
| | Ako Ahimura Review of Student Course Survey Report Semester 2, 2020 | Student Course Survey Results (Semester 2) | Each Semester | Manager, Te Korowai Kahurangi and Manager, Te Puna Ako | 2020-10-21 | 2020-11-04 | ETA TBC | Summarises student feedback on courses and identifies trends, and actions taken as a result. |
| | Ako Ahimura Review of Student NPS Survey Report Semester 2, 2020 | Student Net Promoter Score (NPS) Survey Results | Each Semester | Manager, Te Puna Ako | 2020-11-18 | 2020-12-02 | 2020-12-02 Item 4.2.5.2. (Deferred to 2021-02-10) | |
| 2020 December | | | | | | | | |
| | URC Annual Report 2020 | Memo for Approval | Each Year | Chair, Unitec Research Committee | 2020-11-18 | 2020-12-02 | 2021-02-10 Item 4.2.1.1. | 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. |
| | UREC Annual Report 2020 | Memo for Approval | Each Year | Director, Research and Enterprise | 2020-11-18 | 2020-12-02 | 2021-02-10 Item ____ | 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. |

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| PGRSC Annual Report 2020 | Memo for Approval | Each Year | Chair, Postgraduate Research and Scholarships Committee | 2020-11-18 | 2020-12-02 | 2021-02-10 Item 4.2.3.1. | 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 | Memo for Approval | Each Year | Chair, Academic Approvals Committee | 2020-11-18 | 2020-12-02 | 2021-02-10 Item __ | 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 | Memo for Approval | Each Year | Chair, Ako Ahimura | 2020-11-18 | 2020-12-02 | 2020-12-02 Item 4.2.5.1. (Deferred to 2021-02-10) | 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 | Memo for Approval | Each Year | Chair, Quality Alignment Board | 2020-11-18 | 2020-12-02 | 2021-02-10 Item 4.2.6.1. | 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. |

2021

Meeting 1

2021-01-272021-02-10

Meeting 2

2021-03-102021-03-24

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| Te Komiti Mātauranga Annual Report 2020 | Self-Assessment (2020) | Each Year | Chair, Te Komiti 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. |
| 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 Komiti Mātauranga >> March | | Reports on processes and outcomes from the: - Teacher Capability Development (Badging) System - Teacher Induction System |
| Complaints & Appeals (Non-Academic) Annual Report 2020 | | Each Year | TBC | | | | |
| Complaints & Appeals (Academic) Annual Report 2020 | | Each Year | TBC | | | | Sue Crossan; Karen Miller |

Meeting 3

2021-04-212021-05-05

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| Ako Ahimura Review of Student Course Surveys Annual Report 2020 | Student Course Survey data from surveys in both semesters of the previous year | Each Year | Manager, Te Puna Ako & Manager, Te Korowai Kahurangi | | | | Summarises student feedback on courses and identifies trends, and actions taken as a result. 1. To AALTC 2. To AC |
| Degree Monitoring Annual Report 2020 | | Each Year | Manager, Te Korowai Kahurangi (with input from QAB) | | QAB >> March or April Te Komiti Mātauranga >> May | | Reports on processes and outcomes of Degree Monitoring. |
| Assuring Consistency Annual Report 2020 | | Each Year | Manager, Te Korowai Kahurangi (with input from QAB) | | QAB >> March or April Te Komiti Mātauranga >> May | | Reports on processes and outcomes of Consistecy Reviews, but is more than just Consistecy Reviews. |

Meeting 4

2021-06-022021-06-16

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Extraordinary Meeting

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| "Institutional Academic Processes and Outcomes Review" (i.e. Great Review of Everything - GROE) Interim Report 2021 | PEP Reporting + School PEP Commentary + PowerBI data + Priority Group data (i.e. Priority Group Semesterly Strategy Reviews) + Student Performance Reporting | | | | Dates TBC by SN | | Interim PEP Analysis through sampling / targeted approach (TKK / TPA / Schools) to end Sept ... consulted and completed School Commentaries to QAB October? ... TBC after scope is defined. For 2020, Final PEPs report to QAB Account by end of April 2021 and School Commentaries to AC (or QAB?) in May or June. For 2021, recalibrated scope and timelines TBC, led by S Nash with S Tries and T Cameron. |
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Meeting 5

2021-07-142021-07-28

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| Research Productivity Traffic Light (RPTL) Report | Research Outputs Management (ROMS) database | Each Semester | Director, Research and Enterprise | | | | This process involves the auditing of all degree teaching staffs research outputs over the last two years. |
| QAB Report on Statutory Declaration to NZQA | Memo from Quality Alignment Board Results of Annual Attestation Compliance Process | Each Year | Chair, Quality Alignment Board | | | | Summarises evidence to support annual attestation and recommends outcome to Academic Board and the Chief Executive. |

Meeting 6

2021-08-252021-09-08

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| QAB Review of Graduate Survey Report | Graduate Survey results | Each Year | Manager, Te Korowai Kahurangi | | | | Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result In 2021, schedule as July for QAB and August to AC to receive and discuss. |
| Ako Ahimura Review of Student Course Survey Report Semester 1, 2021 | Student Course Survey Report Semester 1, 2021 | Each Semester | Manager, Te Puna Ako & Manager, Te Korowai Kahurangi | | | | 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 AC. |
| Ako Ahimura Review of Student NPS Survey Report Extracts Semester 1, 2021 | Student Net Promoter Score (NPS) Survey Report Extracts Semester 1, 2021 | 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 AC. 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 AC at start of August. |
| Research Annual Report 2020 | KPIs & Internal sources | Each Year | Director, Research and Enterprise | | | | Sourced internally from various sources, which involves outcomes relating to our KPIs and other daily tasks/projects. Reports against Research outcome targets. |

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| | Education Code of Practice Performance Self-Assessment Report | Self-Review of performance against requirements of Education Code of Practice (Pastoral Care of International Students) 2016 | Each Year | Student Success, Annette Pitovao (International & Domestic) Is it two reports, or one? Is it for the year previous, or the year current? | | | | Compliance important for Academic Board ... Mostly pastoral ... Student Success to a subcommittee (TBC) and then AB September. Scope = All learners |
| Meeting 7 | | | | | 2021-10-06 | 2021-10-20 | | |
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| Meeting 8 | | | | | 2021-11-24 | 2021-12-08 | | |
| | UREC Annual Report 2021 | Self-Assessment (2021) | Each Year | Director, Research and Enterprise | | | | 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 2021 | Self-Assessment (2021) | Each Year | Chair, Unitec Research Committee | | | | 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 2021 | Self-Assessment (2021) | Each Year | Chair, Postgraduate Research and Scholarships Committee | | | | 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 2021 | Self-Assessment (2021) | Each Year | Chair, Quality Alignment 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. |
| | AA-LTC Annual Report 2021 | Self-Assessment (2021) | 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. |
| | AAC Annual Report 2021 | Self-Assessment (2021) | Each Year | Chair, Academic Approvals Committee | | | | 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. |
| | Ako Ahimura Review of Student Course Survey Report Semester 2, 2021 | Student Course Survey Results Semester 2 | Each Semester | Manager, Te Korowai Kahurangi & Manager, Te Puna Ako | | | Dec 2021 or Feb 2022 | Summarises student feedback on courses and identifies trends, and actions taken as a result. |
| | Ako Ahimura Review of Student NPS Survey Report Semester 2, 2021 | Student Net Promoter Score (NPS) Survey Results | Each Semester | Manager, Te Puna Ako | | | | |
| Extraordinary Meeting | | | | | | | | |
| | "Institutional Academic Processes and Outcomes Review" (i.e. Great Review of Everything - GROE) Interim Report 2021 | PEP Reporting + School PEP Commentary + PowerBI data + Priority Group data (i.e. Priority Group Semesterly Strategy Reviews) + Student Performance Reporting | | | | Dates TBC by SN | | Interim PEP Analysis through sampling / targeted approach (TKK / TPA / Schools) to end Sept ... consulted and completed School Commentaries to QAB October? ... TBC after scope is defined. For 2020, Final PEPs report to QAB Account by end of April 2021 and School Commentaries to AC (or QAB?) in May or June. For 2021, recalibrated scope and timelines TBC, led by S Nash with S Tries and T Cameron. |
| 2022 | | | | | | | | |
| Meeting 1 | | | | | | | | |
| TBC | Te Komiti Mātauranga Annual Report 2021 | Self-Assessment (2021) | Each Year | Chair, Te Komiti Mātauranga | ASAP in 2022 | | | To assess and improve committee performance. To oversee committee self-assessment practice. To consider recommended changes to the Terms of Reference and Membership for 2022. |