

Source	Action #	S - Specific Specification	M - Measurable Measure / Progress	R - Responsible Responsibility	T - Timely Time Target / Closed	A - Achievable Achievement Status
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. <u>Reviewed and Adopted</u> Postgraduate Research & Scholarships Committee Unitec Research Committee Unitec Research Ethics Committee Quality Alignment Board Academic Approvals Committee <u>Yet to fully schedule</u> 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 discussion 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. 2020-10-07: All committees do have active Work Plans as "living documents". Aim to formally close this item with evidence before end of 2020. 2020-11-04: The Chair noted that the Work Plan would be reviewed to ensure that it was actively used throughout the year. It was discussed that M Williams would cover and include the research committees' Work Plans (UREC, URC, PGRSC), and S Tries and M Kempin are to work alongside S Nash and plan for 2021 for all other academic committees. 2020-12-02: Work in progress.	Simon Nash (Chair, Academic Board) Marcus Williams Simon Tries Maura Kempin Daniel Weinholz	TBC	Active
2020-09-02 Item 4.1.5.	Action-059	Strategy, Policy & Procedure 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. Part 3. To develop guidance on which Policies and Procedures are relevant to the Terms of Reference for Te Komiti Mātauranga, and the process which they should follow.	2020-10-07: Part 1 - Refer to link within the EER Self-Assessment Summary. (See Item 1.6.3.1.) Action title renamed to incorporate the scope of Action-056. 2020-11-04: Work in progress. 2020-12-02: Work in progress.	Simon Nash (Chair, Te Komiti Mātauranga) Marcus Williams Maura Kempin Simon Tries	TBC	Active

Next:

Action-060