

Te Poari Whai Kounga | Quality Alignment Board

Terms of Reference

Definitions

Unless specified otherwise, the word “Committee” in this document refers to “Te Poari Whai Kounga | Quality Alignment Board”.

1. Hoaketanga | Purpose

- 1.1. To oversee the institute’s quality systems, to identify areas of good practice and areas for improvement and monitor academic quality issues and trends.

2. Kaupapa | Values

- 2.1. The work of the Committee is framed within all the values of Te Noho Kotahitanga.
- 2.2. The Committee is accountable to Te Komiti Mātauranga | Academic Committee for ensuring the management, monitoring and evaluation of the Academic Quality Management System.

3. Rangatiratanga | Authority and Responsibilities

The Committee shall operate so as to:

- 3.1. Oversee and monitor the application and effectiveness of the Institute’s academic quality assurance system, including the provision of advice on the policies and operating procedures that support it.
- 3.2. Evaluate the services that support learning and teaching activities and make recommendations for continuous improvement to Te Komiti Mātauranga | Academic Committee.
- 3.3. Provide oversight of Te Komiti o ngā Hotaka | Programme Academic Quality Committees
- 3.4. Identify good practice within the Institute and promote its dissemination.
- 3.5. Identify common themes of causes for concern within the Institute and make recommendations for their analysis and resolution.

4. Accountability and Reporting

- 4.1. The Committee is accountable to Te Komiti Mātauranga | Academic Committee for its actions.
- 4.2. The Committee shall report to Te Komiti Mātauranga | Academic Committee following each meeting.

5. Membership and Appointments

- 5.1. Membership *ex officio* shall comprise:

1. DCE, Academic
2. Director, Māori Success
3. Director, Pacific Success
4. Director, International Success
5. Director, Under-25s Success
6. Director, Student Success

- ~~7. Director, Research and Enterprise~~
8. Manager, Te Korowai Kahurangi
9. Lead – Quality Systems, Te Korowai Kahurangi
10. Lead – Quality Partnering, Te Korowai Kahurangi
- ~~11. General Manager, Operations~~
12. Student President

5.2. Membership via appointment shall comprise:

1. Two Heads of School, nominated and appointed by the DCE Academic.
2. One Senior Academic from each School, via nomination, endorsed by their respective Head of School, and appointed by the Chair of the Committee.

5.3. Additional members may be co-opted by the Committee as necessary for a defined period or specific purpose.

5.4. The Chair of Te Komiti Mātauranga | Academic Committee shall appoint the Chair of the Committee.

5.5. The term of office of appointed members shall be two years. This term limit does not apply to *ex officio* members.

5.6. Members will be appointed with consideration for ensuring appropriate knowledge informs and adds value to decision-making.

5.7. Appointments shall be reviewed at or before the February meeting of Te Komiti Mātauranga | Academic Committee each year.

6. Review Guidelines

6.1. The Committee shall review its Terms of Reference annually.

7. Meeting Quorum and Conduct

7.1. Quorum shall be defined as a majority of the members currently appointed to the Committee.

7.2. Members may nominate a staff member proxy to represent them with full voting rights.

Version Details

Version: 1.1

Notes:

- Update committee names.
- Update formatting.
- Section 2.1.
 - Greater inclusion of the values of Te Noho Kotahitanga.
- Section 5.1.
 - Add “Director, Under-25s Success”.
 - Add “Lead – Quality Partnering, Te Korowai Kahurangi”
 - Remove “General Manager, Operations”
 - Remove “Director, Research and Enterprise”

Last updated: 2021-02-09

Editor: Daniel Weinholz
(Specialist - Committee Support, Te Korowai Kahurangi)

Endorsed by: Chair, Te Poari Whai Kounga | Quality Alignment Board

Endorsement date: -

Approved by: Te Komiti Mātauranga | Academic Committee

Approval date: -

Approved version: 2.0