

Work Plan								
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. <a href="#">Link to Academic Statute</a>								
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 Tuāpapa 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 Success Report	Student Success Strategy	Each meeting	Director, Student Success				Outlines progress against achievement of Strategy and Operational Plan.
	Student Voice Report	TBC	Each meeting	Student President				
	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, Te Komiti Whakamana Hotaka Hou				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				Summarises the latest work of the committee and issues needing to be raised.
	Chair Report Te Poari Whai Kounga (QAB)	Minutes of latest meeting/s PAQC Thematic Report/s (when available)	Each meeting	Chair, Te Poari Whai Kounga				Summarises the latest work of the committee and issues needing to be raised.
	QMS Report Academic Quality Oversight	Memo with Trackers for: - Consistency Reviews - Degree Monitoring - Programme Reviews	Each meeting	Manager, Te Korowai Kahurangi				
	QMS Report Programme Developments	Memo with Tracker	Each meeting	Manager, Te Korowai Kahurangi				
	QMS Report Academic Risk Management	Programme Risk Registers PowerBI dashboard	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	21/10/2020	4/11/2020	Submitted 2021-03-24 Item 4.2.5.2.	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	18/11/2020	2/12/2020	Submitted 2020-12-02 Item 4.2.5.2.  Received 2021-02-10 Item 4.2.5.2.	
2020 December								
	URC Annual Report 2020	Memo for Approval	Each Year	Chair, Unitec Research Committee	18/11/2020	2/12/2020	Submitted 2021-02-10 Item 4.2.1.1.  Deferred to 2021-03-24	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	18/11/2020	2/12/2020	TBC	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	Memo for Approval	Each Year	Chair, Postgraduate Research and Scholarships Committee	18/11/2020	2/12/2020	Submitted 2021-02-10 Item 4.2.3.1.  Deferred to 2021-03-24	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, Te Komiti Whakamana Hotaka Hou	18/11/2020	2/12/2020	Submitted 2021-03-24 Item 4.2.4.1.	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.
	AA-LTC Annual Report 2020	Memo for Approval	Each Year	Chair, Ako Ahimura	18/11/2020	2/12/2020	Submitted 2020-12-02 Item 4.2.5.1.  Deferred to 2021-02-10, then to 2021-03-24	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, Te Poari Whai Kounga	18/11/2020	2/12/2020	Submitted 2021-02-10 Item 4.2.6.1.  Deferred to 2021-03-24	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 2021-02-10				27/01/2021	10/02/2021		
Meeting 2 2021-03-24				10/03/2021	24/03/2021		
Te Komiti Mātauranga  Annual Report 2020	Self-Assessment (2020)	Each Year	Chair, Te Komiti Mātauranga			TBC	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	Chair, Ako Ahimura		Ako Ahimura >> February  Te Komiti Mātauranga >> March	2021-03-24 Item 4.2.5.3.	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			TBC	
Complaints & Appeals (Academic)  Annual Report 2020		Each Year	TBC			TBC	Sue Crossan; Karen Miller
Meeting 3 2021-05-05				21/04/2021	5/05/2021		
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	Chair, Ako Ahimura		Ako Ahimura >> April  Te Komiti Matauranga >> May		Summarises student feedback on courses and identifies trends, and actions taken as a result.
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 2021-06-16				2/06/2021	16/06/2021		
Extraordinary Meeting							
Date TBC							
"Institutional Academic Processes and Outcomes Review"  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 Chair		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.
Meeting 5 2021-07-08				14/07/2021	28/07/2021		
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 Review of Statutory Declaration to NZQA	Memo from Quality Alignment Board  Results of Annual Attestation Compliance Process	Each Year	Chair, Te Poari Whai Kōunga				Summarises evidence to support annual attestation and recommends outcome to Te Komiti Mātauranga and the Chief Executive.
Meeting 6 2021-09-08				25/08/2021	8/09/2021		
QAB Review of Graduate Survey Report	Graduate Survey results	Each Year	Chair, Te Poari Whai Kōunga				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	Chair, Ako Ahimura				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	Chair, Ako Ahimura				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.
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 2021-10-20				6/10/2021	20/10/2021		
Meeting 8 2021-12-08				24/11/2021	8/12/2021		
UREC  Annual Report 2021	Self-Assessment (2021)	Each Year	Director, Research and Enterprise		Subcommittee kōrero >> Sept / Oct  Subcommittee endorsement >> Oct / Nov  Te Komiti Mātauranga >> Nov / Dec		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.

URC Annual Report 2021	Self-Assessment (2021)	Each Year	Chair, Unitec Research Committee		Subcommittee kōrero >> Sept / Oct  Subcommittee endorsement >> Oct / Nov  Te Komiti Mātauranga >> Nov / Dec		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.
PGRSC Annual Report 2021	Self-Assessment (2021)	Each Year	Chair, Postgraduate Research and Scholarships Committee		Subcommittee kōrero >> Sept / Oct  Subcommittee endorsement >> Oct / Nov  Te Komiti Mātauranga >> Nov / Dec		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.
QAB Annual Report 2021	Self-Assessment (2021)	Each Year	Chair, Te Poari Whai Kōunga		Subcommittee kōrero >> Sept / Oct  Subcommittee endorsement >> Oct / Nov  Te Komiti Mātauranga >> Nov / Dec		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.
AA-LTC Annual Report 2021	Self-Assessment (2021)	Each Year	Chair, Ako Ahimura		Subcommittee kōrero >> Sept / Oct  Subcommittee endorsement >> Oct / Nov  Te Komiti Mātauranga >> Nov / Dec		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.
AAC Annual Report 2021	Self-Assessment (2021)	Each Year	Chair, Te Komiti Whakamana Hotaka Hou		Subcommittee kōrero >> Sept / Oct  Subcommittee endorsement >> Oct / Nov  Te Komiti Mātauranga >> Nov / Dec		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.
Ako Ahimura Review of Student Course Survey Report  Semester 2, 2021	Student Course Survey Results  Semester 2	Each Semester	Chair, Ako Ahimura		Dec 2021 or Early 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	Chair, Ako Ahimura		Dec 2021 or Early 2022		

Extraordinary Meeting							
Date TBC							
"Institutional Academic Processes and Outcomes Review"  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 Chair		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							
Date TBC							
TBC	Te Komiti Mātauranga  Annual Report 2021  (For endorsement from Te Komiti to go to the Board of Directors for Approval)	Self-Assessment (2021)	Each Year	Chair, Te Komiti Mātauranga	ASAP in 2022		To assess committee Actions and improve committee performance. To oversee committee self-assessment practices. To recommend changes to the Terms of Reference and Membership for 2022. To approve the Work Plan 2022.
Meeting 2							
Date TBC							
Meeting 3							
Date TBC							
Meeting 4							
Date TBC							
Meeting 5							
Date TBC							
Meeting 6							
Date TBC							
Meeting 7							
Date TBC							