

COMMITTEE WORK PLAN // Quality Alignment Board 2020										
Month	Item	Takitahi	Input/s	Output/s	Frequency	Author	Submission Due	Presentation Due	Completion Date	Other Details
Yet to Schedule (Requirements under development)	Industry and Stakeholder Engagement Report				Each Year	TBC Heather Stonyer / David Glover / Heads of School / Director, Industry Engagement				Provides an evaluation of stakeholder engagement approaches and effectiveness.  Report requested both by Academic Board and Quality Alignment Board.  Summarises approaches to and effectiveness of Schools' stakeholder engagement.  AS PER INDUSTRY MEMO TO QAB AUGUST, THIS WORK IS INTEGRATED UNDER THE SCHOOL EVALUATIVE COMMITTEES.
AD HOC										
	Policy and Process Changes	-	Various	-	As needed	Various	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
	Summary Report on Specific Programme Review	Kaitiaki of Academic Quality	Programme reviews and resulting actions	-	As needed	PAQC Chair/s  Te Korowai Kahurangi	-	-	-	Summarises outcome of review and actions being taken.
	Summary Report on Professional Accreditation / Registration	Kaitiaki of Academic Quality	Reviews by external bodies and resulting actions	-	As needed	PAQC Chairs	-	-	-	Summarises outcome of review by external body and any actions being taken.
	Other Matters	-	Various	-	As needed	Various	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
EACH MEETING										
	QAB Subcommittee Report	Accountability to Academic Board	Minutes of latest meeting/s	Memo to Academic Board	Each month	Chair, QAB	(Within one week of the last meeting of Ako Ahimura.)  (Flag as late entry)	(Academic Board normally meets one week after Ako Ahimura)	-	Summarises the latest work of the committee and issues needing to be raised.
	Māori Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Māori Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Pacific Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Pacific Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	International Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, International Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Under-25s Success Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Under-25s and Unitec Pathways College	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Academic Quality Action Plan Report	-	Memo for Information (Cascaded from Academic Board)	-	Each month	Director, Ako	-	-	-	Reports on progress against the Academic Quality Action Plan
	Consistency Reviews Report (Levels 1-6)	Kaitiaki of Academic Quality	Memo with RAG Tracker	-	Every meeting	Lead, Quality Systems	-	-	-	Provides an update on progress and outcomes from NZQA Consistency Reviews. Provides an overview of Unitec Relevant Consistency Reviews. A rolling report on the outcomes from assuring consistency.
	Degree Monitoring Report	Kaitiaki of Academic Quality	Memo with RAG Tracker	-	Every meeting	Lead, Quality Partnering	-	-	-	Summarises progress and outcomes of degree monitoring. A rolling report on the outcomes from degree monitoring reports.
2020										
February										
	PAQC Memberships	Rangatira of PAQCs	Memberships of each PAQC for the year coming	-	Each Year	PAQC Chairs	-	Final meeting of Quality Alignment Board for a year	Completed through Steve Marshall and AAQ Team, but not reported to QAB.	Identifies members of each committee, and their roles in the committee.
March										
	PAQC Quarterly Chair Reports  Term 1, 2020	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress	PAQC Thematic Report Term 1, 2020	Each Term	PAQC Chairs	4/03/2020	18/03/2020	2020-04-22 Item 4.2.1.	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
	PAQC Thematic Report  Term 1, 2020	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	4/03/2020	18/03/2020	2020-04-22 Item 4.2.1.	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
April										
	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	To go to Academic Board	Each Year	Manager, Te Korowai Kahurangi (with input from QAB and Te Puna Ako)	8/04/2020 2020-04-08  2020-04-22 to Academic Board (Flag for late entry)	22/04/2020 2020-04-22  2020-05-06 to Academic Board	2020-08-05 Academic Board Item 3.2.	Reports on programme evaluation process and outcomes and actions being taken to address any issues. Reports on process which supports Programme Evaluation and Planning and provides thematic analysis of reports and recommends actions to be adopted
	Student Performance Reporting  Final Report 2019	Kaitiaki of QMS Processes	PowerBI data from the previous year	To go to Academic Board, along with parallel input from Ako Ahimura	Each Year	Manager, Te Korowai Kahurangi (with parallel input from both Ako Ahimura and Quality Alignment Board) and / or Director, Ako	2020-04-08 2020-04-22 to Academic Board (Flag for late entry)	2020-04-22 2020-05-06 to Academic Board	Done	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  Final Report 2019	Kaitiaki of QMS Processes	Degree Monitoring Reports	To go to Academic Board	Each Year	Lead, Quality Partnering, Te Korowai Kahurangi	-	-	Cancelled due to impact of Lockdown	Reports on processes and outcomes of Degree Monitoring.
	Consistency Reviews  Final Report 2019	Kaitiaki of QMS Processes	Consistency Reviews	To go to Academic Board	Each Year	Lead, Quality Systems, Te Korowai Kahurangi	-	-	Cancelled due to impact of Lockdown	Reports on processes and outcomes in support of NZQA Consistency Reviews.
May										
	Stakeholder Engagement Report	Report			Each Year	Director, Industry Engagement	6/05/2020	20/05/2020	2020-08-19 Item 2.1.  2020-09-15 Item 1.5.3.	Summarises approaches to and effectiveness of Schools' stakeholder engagement
June										
	Statutory Declaration to NZQA	Kaitiaki of QMS Processes	Results of Annual Attestation Compliance Process	Statutory Declaration from Chief Executive to NZQA	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	3/06/2020	17/06/2020	2020-06-17 Item 3.4.	Summarises evidence to support annual attestation and recommends outcome to Academic Board and the Chief Executive. Reports on outcome of annual Statutory Declaration and actions being taken.
July										
	QAB Review of Graduate Survey Report	For Discussion	* Graduate Survey Report * Committee Discussion	QAB Review of Graduate Survey Report (Up to next AB)	Each Year	Manager, Te Korowai Kahurangi	1/07/2020	15/07/2020	2020-09-23 Item 3.3.	Summarises graduate feedback on programmes and qualifications, identifies trends and Actions being taken as a result
August										
	Student Performance Report  Semester 1, 2020	Kaitiaki of QMS Processes	PowerBI data from the previous year Outcomes of the CEP Process	To go to Academic Board, along with parallel input from Ako Ahimura	Each Year	Manager, Te Korowai Kahurangi (with parallel input from Ako Ahimura)	5/08/2020 2020-08-05  2020-08-19 to Academic Board	19/08/2020 2020-08-19  2020-09-02 to Academic Board	2020-08-19 Item 3.2.1.  2020-09-23 Item 1.5.3.	Reports achievement against EPI and Graduate outcome targets and identifies any actions required. Combined analysis from Te Puna Ako and Te Korowai Kahurangi. Summarises the key findings of the CEP Process.
	PAQC Chair Reports  Term 2, 2020	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress	PAQC Thematic Report Term 2, 2020	Each Term	PAQC Chairs	QAB Account 2020-07-31	19/08/2020	2020-08-19 Item 3.5.	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
	PAQC Thematic Report  Term 2, 2020	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	5/08/2020	19/08/2020	2020-08-19 Item 3.5.	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
September										
	Course Evaluation & Planning (CEP)  Outcomes Report Semester 1, 2020	Kaitiaki of QMS Processes	CEP Reports Semester 1, 2020	-	Each Semester (two months after end of semester)	Lead, Quality Systems, Te Korowai Kahurangi	9/09/2020	23/09/2020	2020-09-23 Item 3.3.	Summarises key findings of CEP Process.
	Programme Evaluation & Planning (PEP)  Interim Report 2020	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB for the end of Semester 1, 2020	To go to Te Poari Mātauranga	Each Year	Manager, Te Korowai Kahurangi (with input from QAB)	-	-	2020-11-18 Item 2.2.  (Process Report)	Reports on programme evaluation process and outcomes and actions being taken to address any issues.  Brought forward from October so to align with submission of the report to Te Poari Mātauranga in September.
October										
	PAQC Chair Reports  Term 3, 2020	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress	PAQC Thematic Report Term 3, 2020	Each Term	PAQC Chairs	7/10/2020 End of September  2020-09-30	21/10/2020	2020-10-21 Item 3.2.	Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
	PAQC Thematic Report  Term 3, 2020	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	7/10/2020	21/10/2020	2020-10-21 Item 3.2.	Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
November										
	QAB Committee  Final Report 2020	Accountability to Te Poari Mātauranga	Self-Assessment (2020) Terms of Reference (2021) Membership (2021)	Memo to Te Poari Mātauranga	Each Year	Chair, Quality Alignment Board	4/11/2020 2020-11-18 Te Poari Mātauranga (Flag for late entry)	18/11/2020 2020-12-02 Te Poari Mātauranga	2020-11-18 Item 5.1. (Self-Assessment)	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										
March 2021-03-10										
	Course Evaluation & Planning (CEP)  Outcomes Report Semester 2, 2020	Kaitiaki of QMS Processes	CEP Reports Semester 2, 2020	-	Each Semester (two months after end of semester)	Lead, Quality Systems, Te Korowai Kahurangi	24/02/2021	10/03/2021		Summarises key findings of CEP Process.

Dates TO BE  
CONFIRMED

Dates TO BE CONFIRMED	PAQC Chair Reports  Term 4, 2020	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress	PAQC Thematic Report Term 4, 2020	Each Term	PAQC Chairs	End of December of the previous year  2020-12-31	tbc		Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
	PAQC Thematic Report  Term 4, 2020	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	tbc	tbc		Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
<div> <div>April 2021-04-21</div> <div>7/04/2021</div> <div>21/04/2021</div> </div>										
Dates TO BE CONFIRMED	Programme Evaluation & Planning (PEP)  Final Report 2020	Kaitiaki of QMS Processes	Programme Evaluation & Planning (PEP) Reports submitted to QAB account before end of February 2021	Memo to Te Poari Mātauranga	Each Year	Manager, Te Korowai Kahurangi & Lead - Quality Systems, Te Korowai Kahurangi  (with input from QAB and Te Puna Ako)	tbc	tbc	2020-11-18 Item 2.2. (Process Report)  TBC (Outcomes Report)	Reports on programme evaluation process and outcomes and actions being taken to address any issues. Reports on process which supports Programme Evaluation and Planning and provides thematic analysis of reports and recommends actions to be adopted
<div> <div>June 2021-06-02</div> <div>19/05/2021</div> <div>2/06/2021</div> </div>										
Dates TO BE CONFIRMED	PAQC Chair Reports  Term 1, 2021	Kaitiaki of PAQCs	Summarises the work of PAQCs: - Individual Programme Reviews (Graduating / 5-yearly) and / or Accreditation Activity - Risks - Teachout of programmes - Developments - External Moderation - Key QA systems - Key actions and progress	PAQC Thematic Report Term 1, 2021	Each Term	PAQC Chairs	End of April  2021-04-30	tbc		Term Report from each PAQC Chair, with summary report on PAQC Chair Reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chair Reports and identifies any institutional themes / issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
	PAQC Thematic Report  Term 1, 2021	Kaitiaki of PAQCs	PAQC Chair Reports	Memo to Te Poari Mātauranga	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	tbc	tbc		Term Report from each PAQC Chair, with summary report on PAQC Chairs' reports provided by Lead, Quality Partnering which provides a thematic analysis of all PAQC Chairs reports and identifies any institutional themes/issues and recommends actions (see report templates for full details). After review by QAB, the Thematic Report then goes up to Te Poari Mātauranga.
<div> <div>July 2021-07-14</div> <div>30/06/2021</div> <div>14/07/2021</div> </div>										
<div> <div>August 2021-08-25</div> <div>11/08/2021</div> <div>25/08/2021</div> </div>										
<div> <div>October 2021-10-06</div> <div>22/09/2021</div> <div>6/10/2021</div> </div>										
<div> <div>November 2021-11-17</div> <div>3/11/2021</div> <div>17/11/2021</div> </div>										