

Work Plan Ako Ahimura   Learning & Teaching Committee (2021-2022) (Updated: 2021-02-23 for the hui of 2021-03-03)									
Meeting	Main Item	Supporting Item/s	Output/s	Frequency	Author	Submission Due	Scheduled Presentation	Completed Presentation	Other Details
Ad Hoc									
	Policy and Process Changes	-	-	As needed	-	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
	Other Matters	-	-	As needed	-	-	-	-	Discuss the matter with the Chair prior to writing a memo for the committee.
Each Meeting									
	Māori Success Report	-	-	Each meeting	Director, Māori Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Pacific Success Report	-	-	Each meeting	Director, Pacific Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	International Success Report	-	-	Each meeting	Director, International Success	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Under-25s Success Report	-	-	Each meeting	Director, Under-25s and Unitec Pathways College	-	-	-	Outlines progress against achievement of Strategy and Operational Plan.
	Updates from Te Pūkenga	-	-	Each meeting	Cascaded down from previous meeting of Academic Committee	-	-	-	-
	Chair Report Academic Committee (AC)	-	-	Each meeting	Chair, Academic 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	(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.
2021									
Week 10 2021-03-03									
	AALTC Annual Report 2020	Self-Assessment (2020) Terms of Reference (2021) Membership (2021)	Memo to Academic Committee	Each Year	Chair, Ako Ahimura	-	3/03/2021	2021-03-03 Item 1.2.4.2.	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.
	Student Course Survey Report Semester 2, 2020	Student Course Survey Results (Semester 2, 2020)	Ako Ahimura Review of Student Course Survey Report Semester 2, 2020	Each Semester	Manager, Te Korowai Kahurangi	-	3/03/2021	2021-03-03 Item 3.1.	Summarises student feedback on courses and identifies trends, and actions taken as a result.
	(Professional Development for Teachers) Teacher Capability Development Annual Report 2020	-	Ako Ahimura Review of TCD Annual Report 2020	Each Year	Manager, Te Puna Ako	-	3/03/2021	2021-03-03 Item 4.2.1.2.	Reports on processes and outcomes from the: - Teacher Capability Development (Badging) System  February - Ako Ahimura March - Te Komiti Mātauranga
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	3/03/2021	2021-03-03 Item 4.2.1.1.	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
Week 16 2021-04-14									
	Student Course Survey Report Annual Report 2020	Student Course Survey data from surveys in both semesters of the previous year	Ako Ahimura Review of Student Course Surveys Annual Report 2020	Each Year	Manager, Te Puna Ako & Manager, Te Korowai Kahurangi	-	-	Requirement for reporting removed by Te Komiti Mātauranga 2021-03-24	Summarises student feedback on courses and identifies trends, and actions taken as a result.
	PAQC Thematic Report 1, 2021	Memo (via Te Komiti Mātauranga)	-	Each Quarter	Lead - Quality Partnering, Te Korowai Kahurangi	-	-	Agenda 2021-04-14, Item 4.3.2.  TBC by Chair	Provides a thematic analysis of PAQC Quarterly Chair Reports and any actions being taken.
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	-	Agenda 2021-04-14, Item 4.2.1.  ETA April 12 due to break	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
	New Teacher Induction Report Intake 1, 2021	Memo + Report	-	Twice each year after each intake	Manager, Te Puna Ako	-	-	TBC	
Week 22 2021-05-26									
	PAQC Thematic Report 2, 2021	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	-	1. QAB 2. AcadComm	-	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
	Graduate Survey Report TBC	TBC	TBC	TBC	TBC	-	-	-	
Week 28 2021-07-07									
	PAQC Thematic Report 3, 2021	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	-	1. QAB 2. AcadComm	-	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
	Student NPS Survey Report Extracts Semester 1, 2021	Relevant extracts from the Student Net Promoter Score (NPS) Survey results (Semester 1, 2021)	Ako Ahimura Review of Student 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 AcadComm.  June - Survey results July - Presentation to AALTC by Bob Stewardson July - Chair AALTC presents AALTC Review to AcadComm
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
	Learning and Teaching Strategy Interim (Progress) Report 2021	TBC	TBC	TBC	TBC	-	-	TBC	
Week 34 2021-08-18									
	New Teacher Induction Report Intake 2, 2021	-	-	Twice each year after each intake	Manager, Te Puna Ako	-	-	-	
	Student Course Survey Report Semester 1, 2021	Student Course Survey Results (Semester 1, 2021)	Ako Ahimura Review of Student Course Survey Report Semester 1, 2021	Each Semester	Insights Business Partner, Te Korowai Kahurangi (Quality Systems Team) + Academic Advisor, Te Puna Ako	-	-	-	Summarises student feedback on courses and identifies trends, and actions taken as a result.  August - Survey Report presented to AALTC. September - AALTC Review presented by Chair AALTC to AcadComm.
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
Week 40 2021-09-29									
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
	Academic Integrity Annual Report 2021	TBC	TBC	TBC	TBC	-	-	-	
Week 46 2021-11-10									
	PAQC Thematic Report 4, 2021	PAQC Chair Reports and Thematic Analysis	-	Each Term	Lead - Quality Partnering, Te Korowai Kahurangi	-	-	-	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.
	Student NPS Survey Report Extracts Semester 2, 2021	Relevant extracts from the Student Net Promoter Score (NPS) Survey Results (Semester 2 2021)	Ako Ahimura Review of Student NPS Survey Report Extracts Semester 2, 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 AcadComm.  TBC: October - Survey results TBC: November - Presentation to AALTC by Bob Stewardson TBC: December - Chair AALTC presents AALTC Review to AcadComm
	Teacher Capability Development Regular Report	Badging Completions	Feeds into: Professional Development for Teachers Annual Report 2021	Each meeting	Manager, Te Puna Ako	-	-	-	Also known as the Badging System, which complements Teacher Inductions to compose the overall Professional Development for Teachers.
2022									
Week TBC Date TBC									
	PAQC Thematic Report 1, 2022	PAQC Chair Reports and Thematic Analysis	-	Four per annum	Lead - Quality Partnering, Te Korowai Kahurangi	-	-	-	Provides a thematic analysis of PAQC Chair Reports and any actions being taken.

(Professional Development for Teachers) Teacher Capability Development Annual Report 2021	-	Ako Ahimura Review of TCD Annual Report 2021	Each Year	Manager, Te Puna Ako	-	-	-	Reports on processes and outcomes from the: - Teacher Capability Development (Badging) System  February - Ako Ahimura March - AcadComm
AALTC Annual Report 2021	Self-Assessment (2021) Terms of Reference (2021) Membership (2021)	Memo with Annual Report 2021 and Proposals for 2022	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.  November - AALTC Self-Assessment December - Chair AALTC to present Report to AcadComm
Student Course Survey Report Semester 2, 2021	Student Course Survey Results (Semester 2)	Ako Ahimura Review of Student Course Survey Report Semester 2, 2021	Each Semester	Insights Business Partner, Te Korowai Kahurangi (Quality Systems Team) + Academic Advisor, Te Puna Ako	-	-	-	Summarises student feedback on courses and identifies trends, and actions taken as a result.  Survey results come in at EOY.
Learning and Teaching Strategy Annual Report 2021			Each Year	Director, Ako				Report on achievement of strategic priorities. Summarises achievement against strategy outcomes.