

Enhancement Theme Steering Group Terms of Reference

(as amended by Enhancement Theme Steering Group meeting of 14 September 2017)

Purpose

The overarching purpose of the Enhancement Theme Steering Group is to oversee and guide the enhancement theme activities.

The Enhancement Theme Steering Group will establish objectives, maintain progress, receive reports on and comment on the work of the enhancement theme and make recommendations based on this work.

Membership

- Convenor (1)
- The Deputy Vice-Chancellor Academic or equivalent from each university, or their nominee (8)
- Chair and another member of Te Kāhui Amokura (2)
- Two Pasifika nominees from universities (2)
- Two student members, bringing the voices of Māori students and Pasifika students to the Steering Group (2)

Secretariat and support

The Enhancement Theme Steering Group will be supported by AQA, with additional support from Te Pouhārō, Portfolio Manager – Education System & Māori, UNZ

Functions and Responsibilities

The Enhancement Theme Steering Group will collectively:

1. provide oversight and guidance for the activities of the enhancement theme;
2. agree and monitor the overall operational plan and timeline for the enhancement theme.;
3. identify any briefing or scoping papers or research required to inform the work of the Steering Group;
4. facilitate the sharing of good practice and foster collaborative relationships among universities;
5. promote and raise visibility, awareness and understanding of the enhancement theme;
6. provide advice on communications regarding the theme;
7. approve evaluation and synthesis reports developed by AQA;
8. receive reports on enhancement theme activities and progress from universities;
9. advise on and approve any applications for external funding made by AQA on for support of enhancement theme activities for any collective activity;
10. make recommendations for changes to guideline statements in the Cycle 6 audit component; and

11. develop any agreed policy positions and advice with implications for the New Zealand education system.

Members of the Enhancement Theme Steering Group will individually:

12. be responsible for the enhancement theme activities in their university (Deputy Vice-Chancellors Academic or equivalent, or their nominees); and

13. contribute their own expertise and advice from their networks and constituencies in guiding and progressing enhancement theme activities.

Reporting

The Enhancement Theme Steering Group will report to the Vice-Chancellors, with the frequency and form to be agreed with Universities New Zealand.

Where it is possible, without compromising the authentic developmental nature of the enhancement theme, reports should be made publicly available.

The Executive Director of AQA will also report on progress to the AQA Board.

Costs and Funding

Universities will meet the costs associated with their enhancement theme activities.

Universities will meet travel and other costs associated with their Deputy-Vice Chancellor Academic, or equivalent member, of the Steering Group attending meetings.

AQA will meet travel costs for Steering Group members who have to travel specifically for steering group meetings (unless individual universities agree to meet these costs).

Whenever possible meetings will be scheduled to align with other meetings (normally CUAP) and minimise travel time and costs for members.

Where Enhancement Theme Steering Group meetings cannot be aligned with other meetings, meetings will be held via Skype (or similar), unless the Steering Group agrees otherwise.

AQA will plan to meet costs associated with undertaking evaluations of the enhancement theme, developing and producing synthesis reports, sharing of good practice and dissemination of enhancement theme activities and findings.