

## A collaborative review

Programme Evaluation and Planning (PEP) should be a collaborative exercise of the programme team – truly an evaluative **conversation**. The PEP may draw upon other expertise also – the Research Office, Student Success, programme team reps for programmes that students progress to, etc.

This is an opportunity as the semester unfolds and/or at the end of the semester to celebrate strengths and successes, to discuss together gaps, areas of weakness and emerging or continuing issues, and review and set goals for continuing improvement.

The PEP enables us to ask: How well are we meeting stakeholder needs? Why do we get the outcomes we do? and What do we need to do differently?

As you prepare for your evaluative conversation, how could you approach it? Here are some ideas from across Unitec:

- Bridgepoint begins the year by determining SMART goals together as they relate to the institution-wide goals/diamond, which individuals then use as a frame for setting their own ADEP and SMART goals, a conversation that remains live. At the end of a semester, programme teams gather to collectively review their work in a room with whiteboards on which the 6 Key Education Questions (KEQs) have been written. Individuals brainstorm onto the boards drawing from their course data, before critical discussion together, mindful of SMART goals.
- Health Science divided the KEQs up and addressed them, two at a time, across 3 Programme Academic Quality Committee (PAQC) meetings, diagnosing the evidence and reviewing and setting SMART goals. Their PAQC includes all programme teaching staff.
- In Te Miro, programme team meetings received an agenda of items from their PAQC (meeting monthly) to be discussed. They then submitted a memo to the PAQC recording their diagnoses and actions, which helped inform the PEPs. The AQA kept a running PEP and folder for each programme and collated data and discussion as it happened across a semester.
- Architecture asks Academic Leaders and their programme team to discuss KEQs 1-3 together, while the ALs and the Head of School work on KEQs 4-6.
- Creative Industries weaves evaluation through their various meetings so that the PEP becomes a live document. PAQCs closely monitor progress on SMART goals and the weekly/fortnightly discipline-related meetings take note of evaluative discussion.

Te Korowai Kahurangi offers half-day workshops to guide programme teams through a collaborative review if this is not a way you have organised and written PEPs to date. Contact Te Korowai Kahurangi for details.

Te Korowai Kahurangi will work with a nominated co-facilitator so that in future you are equipped to do these workshops yourself.