minutes

Te Poari Iho
Quality Alignment Board

09 October 2018 at 9.00 am
Building 180, Room 2043

Mema Poari Tae ā Tinana | Board Members in Attendance

Debra Robertson-Welsh	Dila Beisembayeva	Mark McNeill
Annemarie Meijnen	Emma Skellern	Nick Sheppard
Aroha Lewin	Falaniko Tominiko	Peter McPherson
Chris King	Gwen Erlam	Simon Nash
Christo Potgieter	Jackie Tims	Simon Tries
Dan Blanchon	Katie Bruffy	Sue Palfreyman
Daniel Fuemana	Kerry Kirkland	Vanessa Byrnes

Ngā Whakapāha | Apologies

Andrea Thumath	Maura Kempin	Sally Conway
Annette Pitovao	Melanie Ooi	Steve Varley
Catherine Hughes	Murray Bain	Teorongonui Josie Keelan
Craig Hilton	Nilufar Baghaei	

Kore i tae ā tinana | Non Attendance

Kimberley Holden	Martin Bassett

Hunga Mahi | In Attendance:

Anna Wheeler (proxy)	Helen Stonyer	Wayne Holmes (proxy)
Ana Palacio (secretary)	Nikki Sullivan (proxy)	
Candy Lee (secretary)	Steve Marshall	

Welcome

The meeting was opened with a karakia, and the chair welcomed members.

Ngā Kupu Arataki | Preliminaries

1. **Apologies**
    Moved: Debra Robertson-Welsh
    No Dissension

Recommendation:
That the Te Poari Iho | the Quality Alignment Board accept the apologies for the meeting.

Andrea Thumath	Maura Kempin	Sally Conway
Annette Pitovao	Melanie Ooi	Steve Varley
Catherine Hughes	Murray Bain	Teorongonui Josie Keelan
Craig Hilton	Nilufar Baghaei	

MOTION CARRIED

2.   Minutes of Previous Meeting

Moved: Debra Robertson-Welsh
Seconded: Simon Nash

Recommendation:
That the minutes of Te Poari Iho | the Quality Alignment Board meeting held on 11 September be accepted as a true record of that meeting.

MOTION CARRIED

3.   Matters Arising

No matters arising.

4.   Actions

The following action items were noted in the previous QAB meeting minutes.

Meeting	Item	Action	Owner	Due Date	Status
2018-07-18	11	Programme Evaluation 2018 S1 • Deans to choose one example of excellence in 2017 PEPs to create an exemplar for PEP writing.	Deans	01 Oct	Closed
2018-07-18	12	Academic Dashboard • The current exemplars of target figures and business plans are to be analysed and then the discussion around what the target figures should be is to be brought back to the QAB at a later date by S. Tries.	S. Tries	01 Oct	Under item 12
2018-08-14	QAB0818.03	Degree Monitoring • AQAs to support the HoPPs/ALs with the monitoring process. • Monitor's reports and responses to be submitted to PAQC and QAB.	AQAs HoPP/AL		In Progress On-going
2018-08-14	QAB0818.05	2017 PEPs • HoPPs to submit the outstanding five 2017 PEPs by the 31st of August. • PAQCs to track PEP action plans.	EAS/BCS HoPPs PAQCs	31 Aug	One BCS PEP outstanding.
2018-08-14	QAB0818.06	Programme Evaluation 2018 S1 • HoPPs and ALs to complete the Semester 1, 2018 PEPs with the	HoPPs / ALs	PAQC 28 Sept	In progress

Meeting	Item	Action	Owner	Due Date	Status
		programme teams and submit to PAQC by 28 September and provide final narrative to QAB email address by 12 October.		QAB 12 Oct	
		• Further discussion at the next QAB to determine what the Board's role will be with the PEPs.	QAB	Sep QAB	Closed - Action plans from PEPs to be embedded as standing item at PAQC.
		• TKK Quality Partners will liaise directly with the focus areas for EER to provide support and ensure PEPs are completed.	TKK	5 Oct	Open
		• The Chair to arrange a PEP narrative workshop for the HoPPs.	S. Tries	30 Sep	Complete
2018-09-11	QAB0918.01	Mātauranga Māori (MM) • HoPPs to provide a written report for the MM update at the next meeting. • Secretary to distribute the MM reporting template to members. • M. Ooi to distribute the CIE Māori and Pacific tracking log before the next meeting.	HoPPs Secretary M. Ooi	01 Oct 19 Sept 01 Oct	Under item 6 Under item 6 Complete
2018-09-11	QAB0918.02	Degree Monitor's Report and Responses • TKK to work with the Business Programme Teams to refine the actions based on the feedback received from members.	TKK / K. Kirkland	31 Oct	In progress
2018-09-11	QAB0918.03	Internal Evaluation Review (IER) and Cat 1 update • The Chair to share the IER action plans and link to the self-assessment documentation with the members.	Chair	19 Sept	Under item 10
2018-09-11	QAB0918.04	2018 Semester 1 Student Surveys • Jackie Tims and Catherine Hughes to send in their formative evaluation samples to the Chair for informing the IER and Cat 1 Rōpū.	J. Tims & C. Hughes	21 Sept	Complete
2018-09-11	QAB0918.05	• Industry Advisory Committees registers from HoPPs due at the next meeting.	HoPPs	01 Oct	Under item 11

Kupu Whakaaetanga | For Approval

5.   Programme Review Schedule 2019-2022

Moved: Peter McPherson
Seconded: Chris King

Recommendation:
That Te Poari Iho | the Quality Alignment Board:

1. *Approves the proposed schedule for Graduating and 5 Year Programme Reviews for Degree (and related) Programmes (Level 7 – 10) subject to any amendments to realign with accreditations;*
2. *Approves the arrangements for Programme Review of NZ Certificates and Diplomas (Levels 1 – 6);*
3. *Forwards the schedule of Programme Review activity to Academic Board for confirmation;*
4. *Recommends to Academic Board the formal review of the Programme Review Policy and Procedure to commence as part of ongoing renewal activity.*

MOTION CARRIED

S. Marshall noted the proposed Programme Review schedule has been created based on the last known records of Programme Reviews conducted for each programme listed. The schedule for Programme Review of NZ Certificates and Diplomas (Levels 1 – 6) are determined based on aligning to NZQA consistency reviews or aligned to a degree review that is closely connected to the programme.

It was agreed that the schedule of Programme Reviews for Degree programmes should be aligned to accreditation visits to avoid duplications.

• Board members to contact S. Marshall with any changes to proposed dates and alignment to accreditation visit dates.

Whakaritenga o Tirohanga Whānui | Overview Reporting

6.   Mātauranga Māori Update (MM)

The Board noted the Quality Alignment Board Mātauranga Māori Network Reporting Template_2018.

During discussion the following points were raised:

The Chair noted that the template is a progressing point to formalize the current verbal updates of MM within Networks into a written format. However, completing the template on a monthly basis is not feasible and does not add value.

The template revolves around the analysis of the 6 KEQs which may not be adequately reported on a monthly basis. It was suggested this template would be useful for reporting Network based summaries once to twice a year.

There are reporting initiatives currently in place through various platforms (i.e. PAQC MM template, Kaihautū Representatives writing Network MM reports and pathway MM champions).

Members agreed that verbal updates allowed sharing of ideas and is preferable to be continued. Though the focus needs to shift from verbal input to outcomes and recorded systematically regarding the impact it has on the KEQs. It was suggested

a workshop should be conducted at the next Committee meeting to discuss the possible outcomes.

> - The Chair to discuss the Board's feedback on the MM template with Teorongonui Josie Keelan.

Board members further provided an update on MM progress within their Networks:

Computing – A collaboration with a Māori Technology Company and other industry engagement are in progress. Two Māori students have recently secured a paid internship with the company.

Bridging Education – There is continual work on mapping the Poutama tool with the certificate programmes (Level 4 - NZCSP and NZCSC). It has been useful in examining any gaps in the curriculum and staff capability. The pathway is also working with a Student Enrolment Manager in adding an ethnicity column in the pastoral care tracker to identify Māori and Pacific students to enable a closer view of their progress from the beginning of their studies.

Construction Infrastructure and Engineering (CIE) – The Dean (CIE) noted he is working with the Māori and Pacific Trades of Auckland Board on a collegial evaluation of our relationship in preparation for the EER.

Architecture – There is a scheduled staff meeting workshop in reviewing Te Whaihanga videos, an online resource to support professionals engaging with Māori. The Māori Advisory Committee has been reinstated and is due to meet again to establish the terms of reference and the wider scope of the pathway. There is also a MM Master's scholarship and 2 years' internship in the final stages of being redefined.

7.   **Pasifika Update**

Networks and Practice Pathways shared an update on their engagement with Pacific in the programmes and professional development engagement.

Business Practice – Staff recently completed a Cultural Competency and Pasifika workshop led by James Prescott. Lecturers have given positive feedback on the workshop noting that they have applied the techniques learnt on their students with great results. There has also been close work with the Academic Leaders of the New Zealand Diploma of Business (NZDB) to incorporate more targeted support for Māori and Pacific students in response to their attendance and assessment success issues.

Environmental and Animal Sciences (EAS) – The pathway has been involved in the teacher's capability course on working with Pacific learners. Staff have recently completed a first workshop.

F. Tominiko noted that a group from CIE has also begun the same badging course. The course is now open to all staff to complete. He also updated members on the previous request for any contributions to the Pacific strategy earlier in the year and that he will be contacting those that had responded to touch base on their progress.

Architecture – Recently there were 17 students that went to Poutasi, Samoa working with the Poutasi Women's Committee and the development trust in developing ideas on projects for their village.

Creative Industries (CI) – Two 2017 graduate short films (Moon Melon and The Boy from Raratonga) has been selected to be screened at the annual Pollywood Pasifika Film Festival in November 2018. Also there were graduates featured on a recent dance show in celebration of the Manukau region called *The Earth Rises* that

screened on TV One showcasing a multicultural performance consisting of Tai Chi and Kapa Haka.

Student Success – In a recent library survey both Māori and Pacific students rated the library's performance highly on the wireless access, help when they need it and face to face enquiries. The gap that was noted by students was the lack of quiet space within the library.

The Chair acknowledged the wide and varied success in both the MM and Pasifika space across the networks.

8. Degree Monitoring Status

The Board noted the Degree Monitoring Status summary presented.

S. Tries further clarified that suspended programmes with no students in 2019 will not be required to be monitored but programmes with students in 2019 will continue to be monitored.

Whakawhiti Kōrero | Discussion Papers

9. Te Poari Iho | Quality Alignment Board Work Plan

The Te Poari Iho | the Quality Alignment Board notes the 2018 QAB work plan and the following points were raised:

The Chair summarized the proposed QAB 2018 work plan noting that it is a brief structure of the upcoming tasks that should be completed in each month.

It was noted that the PAQC structure may be affected by the renewal plan structure and it will be counterproductive to set PAQC meeting dates for 2019 in November.

The Chair noted moderation compliance reporting is scheduled for February 2019 and raised the question on whether once a year is enough. S. Tries suggested moderation updates should occur twice a year and there only needs to be confirmation of internal and external moderation plans and the status of plans. It is also important to provide updates on the overall value of the moderations conducted in terms of feeding back into the teaching and learning. It was agreed to review moderation plans in February and August 2019.

Student survey outcomes and institutional trends should be received and discussed in the QAB one month after the surveys have been completed and data collated.

A self-evaluation of the QAB Committee's performance is to be added into the work plan and conducted at the last QAB meeting to inform the terms of reference and membership for 2019.

10. Internal Evaluation Review (IER) update

The Board noted the IER attachments and during discussion, the following points were raised:

The Chair noted a list of action items derived from issues identified from the IER are tabled. Themes and issues that were commented for over 50% of the focus areas have been accepted as whole institutional actions.

Feedback from the evaluator for the New Zealand Diploma in Business (L5 and 6) and the new NZ Dip Bus (L5) programmes has been put into an action plan and the business pathway is meeting regularly to work through the actions.

The Chair further noted that actions in the actions table are being tracked and progress will be compiled into an evidence folder to present during EER if needed.

11.   Stakeholder Engagement / Industry Advisory Committees

The Board noted the Stakeholder Engagement memos.

H. Stonyer (General Manager - Industry Workforce Development) acknowledged everyone's efforts in establishing Industry Advisory Committees and provided an update on the Alumni work in progress. An alumni survey has been conducted with low response rates. An institute level report is now available and reports for programmes with a reasonable sample can be made available. Graduate destination reporting with further tracking of graduates is also available. Concerns have been raised on how to manage the Alumni space going forward in terms of employer engagement due to the vast numbers. The Bachelor of Business (BBS) programme currently has 220 graduates being tracked over recent years with 200 employers to engage with. There is currently an initiative in progress to establish a Unitec Business Alumni LinkedIn Group to make tracking of students easier.

12.   Benchmarking Academic Performance

The Board discussed with the following points:

S. Tries proposed for the institute to utilize EPI data for self-measurement as a standardised benchmarking tool. There are five main measures with proposed targets based on an extrapolation of existing targets. He further proposed a review and adjustment of the traffic light approach scale to be more specific.

It was suggested to implement the same measures for the Maori and Pacific group but to separate the reporting.

There were concerns raised for the high target rate proposed for the Graduates Employed, Studying, or Combining measures and the implications if the overall targets were not achieved.

It was noted that governing boards (i.e. Nursing Council) set targets at a similar level. There is a certain level of pass rates required to maintain accreditation. Though there are issues within the Nursing area where students do not perform well in particular papers and even with adjustments, the completion rate only reaches approximately 70%.

For some programmes, the targets are not realistically achievable and those programmes will be reported as Amber or Red constantly. The risks and demotivation of being continually in Amber or Red status for such programmes were of concern.

There were mixed reviews on the set of proposed measures and members agreed more consideration of individual factors is needed in creating institutional targets.

• S. Tries to review the Benchmarking Academic Performance proposal and bring back to QAB in early 2019.

13. **Self-Review against the Code of Practice**

N. Sheppard (Dean – Bridgepoint) updated members that a final draft of a self-review of International has been completed and will be presented to QAB shortly for discussion and ratification.

A. Lewin noted the various professional development opportunities developed for staff to have a better understanding of the Code of Practice for international students:

- A one-page summary fact sheet on the International Code of Practice will be sent out to every Unitec staff member.

- A 15-minute video has been created on the introduction of the Code of Practice

- A secondary video tailored for front-facing service staff will also be available

- Roadshows are available for teams if needed

- Internal communications will be sent out to key staff with a PowerPoint and upon reviewing the PowerPoint, there is an online form to indicate that you have completed the education information training. This will help to provide evidence that the key staff of the institute has completed the training content.

Pānui | For Noting

14. **2017 Programme Evaluation and Planning (PEP) update**

The outstanding 2017 PEP as at 03 October 2018 for the information of the Board follows.

- New Zealand Certificate in Construction Trade Skills
  Mark McNeill (Dean)
  Daniel Fuemana (HoPP)

15. **2018 Semester 1 Programme Evaluation and Planning (PEP)**

That Te Poari Iho | the Quality Alignment Board note receiving the following 2018 Semester 1 PEPs.

- *Master of Applied Practice (Te Miro)*
- *Master of Educational Leadership and Management (Te Miro)*

16. **Degree Monitor's Report and Responses**

The Te Poari Iho | the Quality Alignment Board note the following Monitor's Report and Reponses received.

- Doctor of Computing (DCOMP) Programme
- Postgraduate Diploma in Computing (PGDCG) & Master of Computing (MComp) Programmes

Pitopito Kōrero | Related Committee Minutes

17. **Te Poari Iho | Quality Alignment Board Subcommittee Minutes**

The Te Poari Iho | the Quality Alignment Board have received and notes the following Programme Academic Quality Committees (PAQC) minutes, from the listed PAQCs.

PAQC Committee	Meeting date	Meeting type
Architecture		
Architecture	2018_07_11	Standard
Interior Design		
Landscape Architecture		
Architecture	2018_08_08	Standard
Interior Design		
Landscape Architecture		
Bridgepoint		
Bridgepoint: Bridging Education, Supported Learning & Police	2018_08_27	Standard
Bridgepoint: Languages		
Bridgepoint: Languages	2018_09_25	Standard
Business		
Business Practice Pathway	2018_07_05	Standard
Business Practice Pathway	2018_08_09	Standard
Community Development		
Community Development	2018_07_02	Standard
Community Development	2018_07_16	Standard
Community Development	2018_08_13	Standard
Community Development	2018_09_10	Standard
Community Development	2018_09_17	Standard
Construction		
Building Construction & Services Practice Pathway - Programme of Studies L3 – L5	2018_07_27	Standard
Building Construction & Services Practice Pathway - Programme of Studies L6 – L7		
Creative Industries		
Creative Industries (DCA)	2018_02_12	Standard
Creative Industries (PASA)	2018_03_19	Standard
Creative Industries (DCA)	2018_03_26	Standard
Creative Industries (DCA)	2018_05_21	Standard
Creative Industries (DCA)	2018_07_05	Standard
Creative Industries (PASA)	2018_07_09	Standard
Creative Industries (DCA)	2018_08_06	Standard
Creative Industries (PASA)	2018_08_06	Standard
Creative Industries (DCA)	2018_09_06	Standard
Creative Industries (DCA)	2018_09_17	Standard
Creative Industries (PASA)		
Creative Industries (PASA)	2018_09_20	Standard
Environmental & Animal Science		
Environmental & Animal Science	2018_06_11	Standard
Environmental & Animal Science	2018_07_09	Standard
Environmental & Animal Science	2018_08_13	Standard
Environmental & Animal Science	2018_09_10	Standard
Engineering		
Engineering Pathway	2018_07_13	Standard
Health Care		
Health Care – Medical Imaging	2018_07_17	Standard
Health Care – Medical Imaging	2018_08_21	Standard

PAQC Committee	Meeting date	Meeting type
Health Care – Medical Imaging	2018_09_18	Standard
Health Care – Bachelor of Nursing	2018_06_13	Standard
Health Care – Bachelor of Nursing	2018_08_28	Standard
High Technology		
High Technology	2018_07_20	Standard
High Technology	2018_08_24	Standard
Social Practice		
Social Practice	2018_06_26	
Social Practice	2018_07_17	
Social Practice	2018_08_07	
Social Practice	2018_09_04	
Te Miro		
Te Miro PG	2018-06-21	
Te Miro PG	2018-07-26	
Te Miro PG	2018-08-23	
Vehicle Systems & Materials		
Vehicle Systems & Materials PAQC	2018_07_13	Standard

18. Related Committee Minutes

The following committee minutes were noted by the Board.

18.1. Poari Mātauranga | Academic Board

That Te Poari Iho | Quality Alignment Board notes the Minutes of the meeting(s) of 25 September, 2018.

18.2. Rōpū Whakaae Mātauranga | Academic Approvals Committee

That Te Poari Iho | Quality Alignment Board notes the Minutes of the meeting(s) of 26 September, 2018.

18.3. Unitec Ako Ahimura Learning & Teaching Committee

That Te Poari Iho | Quality Alignment Board notes the Minutes of the meeting(s) of 27 September, 2018.

18.4. Research Committee

That Te Poari Iho | Quality Alignment Board notes the Minutes of the meeting(s) of 10 September, 2018.

18.5. Unitec Postgraduate Research and Scholarships Committee (PGRSC)

That Te Poari Iho | Quality Alignment Board notes the Minutes of the meeting(s) of 04 September, 2018.

Ētahi Kaupapa anō | Other Business

Quality Alignment Board Representatives on Academic Board

Members noted there are many current QAB members that are simultaneous members of Academic Board and can serve as QAB representatives.

Remaining 2018 Quality Alignment Board Meetings

Other events happening alongside the remaining 2018 QAB meeting:

- Tuesday 06 November 2018 – Second day of EER visit.
- Tuesday 04 December 2018 – Cancel or reschedule, clashes with new Academic Board meeting date.

Members agreed to reschedule the next QAB meeting (Tuesday 06 November 2018) to Tuesday 27 November 2018 and to cancel the QAB meeting scheduled on Tuesday 04 December 2018.

There being no other business the meeting closed at 10:48am.

NEXT MEETING DATE

Tuesday 27 November at 9.00 am. Location TBC.

These minutes are a true and accurate record of this meeting.

Approved: Debra Robertson-Welsh

Chair, Te Poari Iho | the Quality Alignment Board.

ACTION TABLE: for review at next QAB Meeting

Meeting	Item	Action	Due Date	Responsibility	Status
2018-10-09	QAB1018.01	• Board members to contact S. Marshall with any changes to proposed dates and alignment to accreditation visits.	12 Oct	S. Marshall	
2018-10-09	QAB1018.02	• The Chair to discuss the Board's feedback on the MM template with Teorongonui Josie Keelan.		The Chair	
2018-10-09	QAB1018.03	• S. Tries to review the Benchmarking Academic Performance proposal and bring back to QAB in early 2019.	Early 2019	S. Tries	