



minutes

Te Poari Iho Quality Alignment Board

27 November 2018 at 9.00 am

Building 180, Room 2043

Mema Poari Tae ā Tinana | Board Members in Attendance

Debra Robertson-Welsh
Chris King
Jackie Tims
Katie Bruffy

Leon Tan (proxy)
Liz Rainsbury (proxy)
Nikki Sullivan (proxy)
Peter McPherson

Sally Conway
Simon Tries
Steve Varley

Ngā Whakapāha | Apologies

Annemarie Meijnen
Catherine Hughes
Daniel Fuemana
Dan Blanchon
Gwen Erlam
Murray Bain

Emma Skellern
Marcus Williams
Maura Kempin
Kerry Kirkland
Simon Nash
Melanie Ooi (early departure)

Nick Sheppard
Vanessa Byrnes
Andrea Thumath
Mark McNeill
Sue Palfreyman

Kore i tae ā tinana | Non Attendance

Anne Wheeler
Annette Pitovao
Aroha Lewin
Christo Potgieter

Craig Hilton
Dila Beisembayeva
Falaniko Tominiko
Kimberley Holden

Martin Bassett
Nilufar Baghaei
Teorongonui Josie Keelan

Hunga Mahi | In Attendance:

Rosemary Dewerse

Sarah-Marie Berghan (secretary)

Steve Marshall

Welcome

The Chair welcomed members and advised, as the meeting was inquorate it will proceed as a discussion forum on some of the agenda items. All other agenda items requiring approval will be moved forward to the next meeting.

Ngā Kupu Arataki | Preliminaries

1. Apologies

Due to the meeting being inquorate this item was not discussed.

2. Minutes of Previous Meeting

Due to the meeting being inquorate this item was not discussed.

3. Matters Arising

Due to the meeting being inquorate this item was not discussed.

4. Actions

Due to the meeting being inquorate this item was not discussed.

5. 2019 QAB Membership and Terms of Reference

During the discussion members expressed their intentions about the QAB forum being useful to build the capability of the upcoming Programme Managers or Academic Leaders. It was reiterated as per the terms of reference the purpose of the QAB is to oversee the institutes quality systems, to identify areas of good practice and areas for improvement and to monitor academic quality issues and trends.

It was agreed the Board will discuss the membership, Terms of Reference and set a meeting quorum at the next meeting.

Whakaritenga o Tirohanga Whānui | Overview Reporting

6. Mātauranga Māori Update (MM)

Due to the meeting being inquorate this item was not discussed.

7. Pasifika Update

Due to the meeting being inquorate this item was not discussed.

8. Degree Monitoring Status

The Board noted the Degree Monitoring Status summary presented.

Te Korowai Kahurangi appreciates the teams engagement and the progress made this year for the degree monitoring. However, there are concerns regarding the final report and responses. Members expressed concerns and requested Te Korowai Kahurangi provide guidance for appointed monitors, advise on the direction of visits and clearly identify the expectations of monitors to result in a targeted report. The PAQCs will continue to track and monitor the programmes progress against the action plan with Heads.

Whakawhiti Kōrero | Discussion Papers

9. Degree Monitor's Reports and Programme Academic Quality Committee Responses

9.1. Bachelor of Business and Graduate Diploma in Business

Due to the meeting being inquorate this item was not discussed.

9.2. Bachelor of Performing and Screen Arts

Due to the meeting being inquorate this item was not discussed.

9.3. Degree Monitors Reports

Due to the meeting being inquorate this item was not discussed.

9.4. Programme Academic Quality Committee (PAQC) Responses

Due to the meeting being inquorate this item was not discussed.

10. 2018 Semester 1 Programme Evaluation and Planning (PEPs)

Due to the meeting being inquorate this item was not discussed.

10.1. Evaluation of Interim PEPs

After a lengthy discussion Te Korowai Kahurangi explained their commitment to partnering to improve our evaluative capability and welcome interaction and ideas toward refining this process to help continue to improve the educational experience of our students and staff. It was noted staff can contact Rosemary Dewerse, Academic Quality and Capability Partner (rdewerse@unitec.ac.nz) to discuss further.

It was stated the templates for the PEPs have changed several times in the past three years, as have priorities. This makes it difficult for staff to gauge expectations. The TTK Manager advised that change will continue for now as we seek best process. It was agreed the form will look similar for the final 2018 PEPs and a new template will be co-created with QAB in 2019.

The idea was suggested that the QAB note particular areas for a year that the PEPs be asked to focus on – for example, student experience, resourcing, staff morale or, for 2019, those identified in the EER as well as areas needing improvement.

The data can then be customized to gather information specifically to speak to those. This grew into a discussion around the question of whether we could align our self-evaluation with key frames, such as the Unitec Diamond for the purpose of setting priorities/SMART goals looking forward. Is there a way to integrate evaluation in this way, even as it gathers material NZQA and professional bodies require?

It was highlighted some programmes have struggled to obtain appropriate data. There was also the question of whether the expectation is that every prompt be responded to (*the answer to this is 'no'*).

It was noted that the questions to the PAQC on the PEP did not align with the KEQ focus and that expectations of the HOPPs should be much clearer, e.g. how much are they expected to write?

Members request it be made clear as to who the audience for the PEPs are. While the PEP should be a tool for keeping programme improvement within teams, a PEP empowers a PAQC and HOPP to evaluate the strength and ongoing relevance of its programmes, enables TTK to monitor quality of evaluative capability (mindful of NZQA expectations), and should alert support services and Unitec governance to areas needing response. The question of where the PEP goes and who is listening and responding to it becomes very important.

Clearer communication of timelines was requested – a Quality calendar with key dates, sent out in the year prior.

Various approaches to evaluating in terms of KEQs were used across the pathways, team evaluative conversations occurred and PEPs completed, HoPPs began the process and asked for team feedback, others held team workshops and the report was developed from that, some had challenges finding ways to engage staff and find meaning for them to contribute to the story, another team split the KEQs up some at programme level and others at leadership level.

TPAs credential badges was noted as one piece of useful resourcing in terms of improving evaluative capability.

It was stated TKKs aim is: PEPs happening at the end of the relevant semester, establishing a simpler, yet rigorous, process. Programme teams meet to review and evaluate, and this discussion – linked to evidence – becomes the PEP. Frequency will be once-a-semester for now but become once-a-year once TKK is confident evaluative capability is growing and becoming consistent across programmes.

- Te Korowai Kahurangi to present a memo with recommendations and the PEP evaluation report to the next AB including the discussion had here at the QAB meeting.

11. External Evaluation Review (EER) update

The chair and C. King informed the members that a lot of learning occurred during the EER visit and they were impressed with the level of engagement from all staff involved.

A question the EER panel asked of Pathway representatives was whether they had read the PEP and monitors report for the programmes they taught in. Collegial awareness and ownership is expected.

12. Industry Advisory Committees

Due to the meeting being inquorate this item was not discussed.

13. Te Poari Iho | Quality Alignment Board Work Plan

Due to the meeting being inquorate this item was not discussed.

Pānui | For Noting

14. Programme Review Schedule 2019-2022

Due to the meeting being inquorate this item was not discussed.

Pitopito Kōrero | Related Committee Minutes

15. Te Poari Iho | Quality Alignment Board Subcommittee Minutes

Due to the meeting being inquorate this item was not discussed.

16. Related Committee Minutes

Due to the meeting being inquorate this item was not discussed.

Ētahi Kaupapa anō | Other Business

Confirmed 2019 Quality Alignment Board Meeting Dates

Members noted the confirmed monthly 2019 QAB meetings dates, all QAB meetings will remain on Tuesday at 9am to 11am, rooms to be confirmed and invites to be sent out.

26 February 2019
26 March 2019
30 April 2019
28 May 2019
25 June 2019
23 July 2019
27 August 2019
24 September 2019
22 October 2019
26 November 2019

2018 Self-Assessment Quality Alignment Board

The members were advised a 2018 self-assessment survey to evaluate how well the Board are achieving the terms of reference will be circulated directly after the meeting. All the feedback will be compiled to inform discussion at the first 2019 QAB meeting.

- Secretary to send out calendar requests for 2019 QAB meetings before the end of the month.
- Secretary to send out 2018 self-assessment survey to all involved in 2018 QAB meetings.

There being no other business the meeting closed at 11am.

NEXT MEETING DATE

Tuesday, 26 February 2019 at 9.00 am in Building 180 - Room 2043

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
2018-11-27	QAB1118.01	• Send out calendar requests for 2019 QAB meetings.	14 Dec	Secretary	
2018-11-27	QAB1118.02	• Send out 2018 self-assessment survey to all involved in 2018 QAB meetings.	27 Nov	Secretary	