



minutes

TE POARI IHO | QUALITY ALIGNMENT BOARD

Date:	2019-05-02
Scheduled Start:	0930h
Scheduled End:	1130h
Location:	Building 170-1049

MEETING OPENED: 0934h

SECTION 1 NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.01 Opening Karakia

Manawa mai te mauri nuku
 Manawa mai te mauri rangi
 Ko te mauri kai au
 he mauri tipua
 Ka pakaru mai te pō
 Tau mai te mauri
 Haumi e, hui e, taiki e!

Item 1.02 Welcome from the Chair

Noted.

Item 1.03 Terms of Reference (2019)

Noted.

Item 1.04 Membership Structure (2019)

Noted.

SECTION 2 STANDING ITEMS

Item 2.01 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Mema Poāri Tae Ā-Tinana | Board Members (2019) Present

1. Andrea Thumath
2. Arun Deo
3. Cris de Groot
4. Debra Robertson-Welsh (Chair)
5. Dila Beisembayeva
6. Liz Rainsbury
7. Melanie Ooi
8. Nikki Makamba
9. Rowena Fuluifaga
10. Simon Goodlud
11. Simon Nash
12. Simon Tries
13. Steve Varley (Proxy for Annemarie Meijnen)
14. Toni Rewiri
15. Tracy Chapman
16. Trude Cameron

Total members present: 16 member/s

Apologies

1. Daniel Irving
2. Lydia Kiroff
3. Falaniko Tominiko

Total apologies: 3 member/s

MOTION

That the Committee accept the apologies for the meeting.

Moved: Rowena Fuluifaga
 Seconded: Simon Tries

MOTION CARRIED

Absences

1. Aroha Lewin
2. Sue Emerson

Total absences: 2 member/s

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)

Item 2.02 Mahia Atu | Matters Arising

(None)

Item 2.03 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

The Chair opened the floor for members to speak. No items were raised.

MOTION

That the Committee approve the Meeting Minutes of 2019-03-28.

Moved: Toni Rewiri
Seconded: Simon Nash

MOTION CARRIED

Item 2.04 Ngā Tautapu Arotake | Actions For Review

Part A Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status
2018-10-11	2019.QAB.Action-009 (QAB1018.03)	Benchmarking Academic Performance Proposal Simon Tries to review the Benchmarking Academic Performance Proposal and bring back to QAB in early 2019.	Simon Tries	"Early 2019"	2019-05-02 CANCELLED
2019-02-28	2019.QAB.Action-010	PEP for the NZ Certificate in Construction Related Trades – Main Contract Supervision Investigate the absence of this PEP. Report back at the next meeting	Lydia Kiroff	2019-05-02	2019-05-02 COMPLETE
2019-02-28	2019.QAB.Action-012	Committee Workplan 2019 Draft the TPI-QAB Work Plan 2019 and present it for approval at the next meeting. It should run from March 2019 to February 2020. Debra to upload draft Committee Workplan 2019. Committee Members to reply to Debra and Annemarie with feedback by COB, 2019-05-16. Debra to present Workplan to Committee for approval on 2019-05-30. (Linked to 2019-05-02, Item 5.02)	Debra Robertson-Welsh Annemarie Meijnen Committee Members	2019-05-02 2019-05-30	IN PROGRESS <i>Members to provide feedback to Debra by 2019-05-16.</i>
2019-02-28	2019.QAB.Action-013	SAC Working Group 2019-02-28: Investigate certain aspects of assessment at Unitec, as specified in Item 4.06 of the Minutes 20190228, including the added 4 th section. Monthly verbal updates are to be reported. 2019-05-23: Refer to Item 3.06 – Assessment Working Party Update QAB Members are to email questions and contributions to Trude Cameron. Memo to be submitted when investigations conclude.	Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron Debra Robertson-Welsh	2019-05-02 TBC	IN PROGRESS <i>Members to provide feedback to Trude</i>
2019-03-28	2019.QAB.Action-015	Priority Group Strategies and Progress Reporting Invite the Tumu, i.e. Glenn McKay, to submit and present a paper to the Committee on the implementation of Priority Group Strategies and Progress Reporting.	Debra Robertson-Welsh	2019-05-02	2019-05-02 SUBSUMED by Action-017
2019-03-28	2018.QAB.Action-016	Identification of Priority Group Students Te Korowai Kahurangi shall provide an update on how Academics can extract information which identifies students in the various Priority Groups.	Simon Tries	TBC	IN PROGRESS

2019-05-02	2019.QAB.Action-017	Priority Group, IAC & PAQC Reporting System Development Develop a single template for Priority Group, PAQC and IAC reporting to AB, QAB and AA. Discuss +/- of changing "Industry Advisory Committee" to "Industry Engagement Committee".	Debra Robertson-Welsh Simon Nash Simon Tries Toni Rewiri Andrea Thumath Falaniko Tominiko Tracy Chapman Liz Rainsbury Rowena Fuluifaga	TBC	IN PROGRESS
2019-05-02	2019.QAB.Action-018	Committee Self-Assessment Survey 2019 Baseline Survey to be distributed to 2019 Members to establish a new baseline against the new 2019 Terms of Reference. (Linked to 2019-05-02, Item 5.01)	Debra Robertson-Welsh; Committee Members	2019-05-30	IN PROGRESS <i>Members to complete survey by 2019-05-16.</i>
2019-05-02	2019.QAB.Action-019	Processing of VOEs Send request to Aroha Lewin to present a Status Report on changes / improvements to the VOE system / process to QAB on 2019-05-30. Report to be submitted to QAB@unitec.ac.nz by 2019-05-16. (Linked to 2019-05-02, Item 5.03)	Debra Robertson-Welsh Aroha Lewin	2019-05-30	IN PROGRESS
2019-05-02	2019-QAB.Action -020	Academic Quality Action Plan Feedback Email feedback to Simon Nash by COB, 2019-05-17.	Committee Members Simon Nash	2019.05-30	IN PROGRESS <i>Members to provide feedback by 2019-05-17.</i>

Part B Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status	Date Removed
2019-02-28	2019.QAB.Standing-001	Industry Advisory Committees Registers Chair working with Heather Stonyer regarding tracker and register updates.	Debra Robertson-Welsh	SUBSUMED by Action-017	2019-05-02
2019-02-28	2019.QAB.Standing-002	Priority Group & PAQC Reporting System Development Respective Directors and Chairs shall submit memo reports with bullet point updates to QAB@unitec.ac.nz for inclusion in the agenda.	Debra Robertson-Welsh Simon Nash Priority Group Directors	SUBSUMED by Action-017	2019-05-02

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Updates

Verbal updates presented by:

- Andrea Thumath

MOTION

That the Committee receive the Priority Group Updates.

Moved: Simon Nash
Seconded: Tracy Chapman

MOTION CARRIED

Item 3.02 PAQC Chair Reports

(None)

Item 3.03 Industry Advisory Committees

Presenter: Debra Robertson-Welsh (Chair, TPI-QAB)

Discussion captured in updates to Action 2019.QAB.Action-017.

Item 3.04 Degree Monitoring Status

Presenter: Simon Tries

MOTION

That the Committee receive the Degree Monitoring Status update.

Moved: Liz Rainsbury
Seconded: Toni Rewiri

MOTION CARRIED

Item 3.05 ADL Academic Services Report

Presenter: Rowena Fuluifaga

The Chair requested to include this again on the next Agenda > For Discussion.

Simon Nash (Chair of Ako Ahimura) requested that this report be presented to the Ako Ahimura on 2019-05-23.

MOTION

That the Committee receive the ADL Academic Services Report.

Moved: Liz Rainsbury
Seconded: Cris de Groot

MOTION CARRIED

Item 3.06 Assessment Working Party Update

Presenter: Trude Cameron

Refer to: 2019.QAB.Action-013

Discussion raised a number of concerns. Due to time constraints, Committee Members are to email questions and contributions to Trude Cameron.

MOTION

That the Committee approve the Recommendations contained in Assessment Party Working Update memorandum.

Moved: N/A
Seconded: N/A

Motion Deferred to the Next Meeting

SECTION 4 ITEMS TO APPROVE

Item 4.01 Compulsory Assessment

Presenter: Simon Tries

MOTION

That the Committee approve the Recommendations contained in the memorandum of Agenda Item 4.01.

Moved: Simon Tries
Seconded: Liz Rainsbury

MOTION CARRIED

SECTION 5**WHAKAWHITI KŌRERO | ITEMS TO DISCUSS****Item 5.01 Quality Alignment Board Self-Assessment**

(Deferred in)

Presenter: Debra Robertson-Welsh (Chair, TPI-QAB)

ACTION - Debra Robertson-Welsh; Committee Members**Committee Self-Assessment Survey 2019 Baseline**

Send out committee Self-Assessment Survey by end of next week to current Membership to establish baseline *not* based on 2018 ToR and Members.

Committee Members have 1 week to complete the survey.

2019.QAB.Action-018**MOTION**

That the Committee consider the self-assessment survey results and discuss opportunities to improve the effectiveness of Te Poari Iho | Quality Alignment Board.

Moved: N/A

Seconded: N/A

*Motion Cancelled***Item 5.02 Committee Workplan 2019**

(Deferred in)

Presenter: Simon Tries

ACTION – Debra Robertson-Welsh; Committee Members**Committee Workplan 2019**

Debra to upload draft Committee Workplan 2019.

Committee Members to reply to Debra with feedback by COB, 2019-05-16.

Debra to present Workplan to Committee for approval on 2019-05-30.

2019.QAB.Action-012*Updated***MOTION**

That the Committee review the draft work plan, agree any necessary amendments and adopt the plan for immediate implementation.

Moved: N/A

Seconded: N/A

Motion Deferred to the Next Meeting

Item 5.03 Processing of Variations of Enrolments

Presenter: Liz Rainsbury (On behalf of Nick Kearns)

ACTION – Debra Robertson-Welsh; Aroha Lewin**Processing of VOEs**

Send request to Aroha Lewin to present a Status Report on changes / improvements to the VOE system / process to QAB on 2019-05-30. Report to be submitted to QAB@unitec.ac.nz by 2019-05-16.

2019.QAB.Action-019

MOTION

That the Committee request a report responding to the concerns raised in this memo. The report is to provide data on the number of VOEs processed per semester and the average time to process a VOE along with any recommendations to improve the process.

Moved: Liz Rainsbury
Seconded: Cris de Groot

MOTION CARRIED

Item 5.04 CAT1 Rōpū Project Report

Presenter: Debra Robertson-Welsh (Interim Category One Lead)

MOTION

That the live actions/tasks be incorporated into the whole of institute 2019 work plan (Academic Quality Action Plan (working title)) including the November 2018 EER recommendations and the learnings from the Category 1 Rōpū:

- **That builds on the progress made through the Category 1 project**
- **To include ‘the future’ tasks and actions identified in December 2018**
- **That the incomplete tasks are reviewed for currency, relevance and value add.**
- **That three groupings are identified for the work plan;**
 - **Business as usual – incorporated into practice**
 - **Ongoing improvement – progress made though not incorporated into practice**
 - **Projects – progress limited or targeted resource required**
- **That the title Category 1 Rōpū is now redundant so is replaced with a title that reflects Unitec’s strategy and renewal plan.**
- **That the Category 1 Rōpū actions are subsumed into the Academic Quality Action Plan.**

Moved: Tracy Chapman
 Seconded: Simon Nash

MOTION CARRIED

Item 5.05 Academic Quality Action Plan

Presenter: Simon Nash (Director, Ako)

ACTION – Committee Members; Simon Nash

Academic Quality Action Plan Feedback

Email feedback to Simon Nash by COB, 2019-05-17.

2019.QAB.Action-020

SECTION 6 ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.01 Details of Next Meeting

Time: 9:30 am – 11:30 am
 Date: 2019-05-30
 Location: 180-2043
 Chair: Debra Robertson-Welsh
 Submissions by: COB, 2019-05-16
 To: QAB@unitec.ac.nz

Item 6.02 Closing Karakia

Ka wehe atu tātou
 I raro i te rangimārie,
 te harikoa, me te manawanui
 Haumi ē! Hui ē! Taiki ē!

MEETING CLOSED: 1135h