



minutes

TE POARI IHO | QUALITY ALIGNMENT BOARD

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| Date: | 2019-06-27 |
| Scheduled Start: | 0930h |
| Scheduled End: | 1130h |
| Location: | Building 180-2043 |

**** Start of Proceedings ****

MEETING OPENED: 0931h

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

- Change of Chair

Item 1.03 Committee Work Plan (2019)

Noted as under review to align with the Academic Quality Action Plan (AQAP).

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. Aroha Lewin
3. Cris de Groot
4. Daniel Irving
5. Dila Beisembayeva
6. Liz Rainsbury
7. Linda Aumua – Arrived 1008h
8. Lydia Kiroff
9. Nikki Makamba
10. Paul Jeurissen
11. Rowena Fuluifaga
12. Simon Nash
13. *Simon Tries (Chair)*
14. Sue Emerson
15. Toni Rewiri
16. Trude Cameron
17. James Oldfield (Proxy for Maura Kempin)

Total members present: 15 member/s

Apologies

1. Arun Deo
2. Maura Kempin
3. Simon Goodlud
4. Tracy Chapman
5. Falaniko Tominiko

Total apologies: 6 member/s

MOTION

That the Committee accept the apologies for the meeting.

Moved: Paul Jeurissen

Seconded: Toni Rewiri

MOTION CARRIED

Absences

(None)

Total absences: 0 member/s

Quorate Status

Meeting determined as quorate.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Quentin Williams – Departed 1004h

Item 2.02 Mahia Atu | Matters Arising**2.02.1 Resignations from Membership**

Presenter: Chair

MOTION

That the Committee accept the resignations from membership of Annemarie Meijnen, Melanie Ooi and Debra Robertson-Welsh.

Moved: Cris de Groot
 Seconded: Dila Beisembayeva

MOTION CARRIED

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

Attachment:

- Item 7.03 Minutes of QAB Meeting 2019-05-30 (Draft)

Presenter: Chair

MOTION

That the Committee approve the Meeting Minutes of 2019-05-30.

Moved: Simon Nash
 Seconded: Aroha Lewin

MOTION CARRIED

Item 2.04 Ngā Tautapu Arotake | Actions For Review

2.04.1 Finite Action Items

| Date Created | Item Identifier | Description | Responsibility | Target Delivery Date | Status / Date Completed |
|--------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------|-------------------------|
| 2019-02-28 | 2019.QAB.Action-012 | <p>Committee Work Plan 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.</p> <p>2019-05-02, Item 5.02: Debra to upload draft Committee Workplan 2019. Committee Members to reply to Debra and Annemarie with feedback by 2019-05-16. Debra to present final version to Committee for approval on 2019-05-30. 2019-05-30, Verbal update: The Work Plan is being revised to align with the Academic Quality Action Plan. 2019-06-27: Action leadership moved to Simon Tries.</p> | <p>Committee Members</p> <p>Simon Tries</p> | <p>2019-05-02 2019-05-30 TBC</p> | IN PROGRESS |
| 2019-02-28 | 2019.QAB.Action-013 | <p>SAC Working Group Investigate certain aspects of assessment at Unitec, as specified in Item 4.06 of the Minutes 20190228, including the added 4th section. Monthly verbal updates are to be reported. Memo to be submitted when investigations conclude.</p> <p>2019-05-02, Item 3.06 Assessment Working Party Update: QAB Members are to email questions and contributions to Trude Cameron. 2019-05-30, Verbal update: Out for consideration and feedback from QAB members. 2019-06-27: The Committee commended the leadership of Trude Cameron with this work. Link to <i>Proposed New SAC Documents</i> folder emailed to Committee Members.</p> | <p>Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron</p> | <p>2019-05-02 TBC</p> | IN PROGRESS |
| 2019-03-28 | 2018.QAB.Action-016 | <p>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.</p> <p>2019-05-30: Still in progress. Nothing further to report. 2019-06-27: A job has been logged with IMS to update 3 lists which feed PeopleSoft Reports with which Priority Group students fall into.</p> | <p>Simon Tries</p> | <p>TBC</p> | IN PROGRESS |

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| 2019-05-02 | 2019.QAB.Action-017 | <p>Priority Group, IAC & PAQC Reporting System Develop a single template for Priority Group, PAQC and IAC reporting to AB, QAB and AA. Coordinate this reporting with the HR Diamonds for Heads of School. (2019-05-30)</p> <p>2019-05-02: WG to discuss the pros and cons of changing “Industry Advisory Committee” to “Industry Engagement Committee”. 2019-05-30, Items 3.01~3.03: New actions, below. 1) Coordinate for Directors to view the Priority Group sections of HOS Diamonds. 2) Clarify which actions in the Diamonds relate to which Priority Groups. 3) Clarify the different layers of reporting against Priority Group targets, e.g. PAQC Reporting versus HOS Reporting. 4) Debra shall talk to Simon Nash about evidence and measurement of implementation of Priority Group targets within the HOS Diamonds. 2019-06-27: Identical reports are currently going from the Priority Group Directors to AB, QAB and AA. Simon Tries shall take up leadership of this Working Group.</p> | 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 | <p>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. Members to complete survey by 2019-05-16.</p> <p>2019-05-30, Verbal update: Survey analysis not yet ready to report on; 8 responses to date. Members reminded to complete the survey. 2019-06-27: Total responses = 9. Survey Results Summary tabled for discussion. Question 1 – QAB should have oversight of PAQCs, but Chair Reports are not yet happening. Also, QAB is missing representation from four Schools. QAB Membership could possibly be expanded to include representation of PAQC Chairs and / or AAQs. However, much of this will change as Academic Board undertakes a Review of Subcommittees, including PAQCs. Question 3 – QAB needs to more purposeful about producing recommendations up to Academic Board. Items submitted to QAB should be pre-screened by the Chair to ensure they are purposeful and clearly structured to produce recommendations.</p> | Simon Tries Committee Members | 2019-05-30 TBC | COMPLETE 2019-06-27 |
| 2019-05-02 | 2019-QAB.Action-020 | <p>Academic Quality Action Plan Feedback 2019-05-02, Item 5.05: Email feedback to Simon Nash by COB, 2019-05-17. 2019-05-30, Verbal update: The AQAP is being tidied up ready for release. 2019-06-27: The AQAP tracking is now coordinated by Luan Rose and Simon Nash. A plan has been awaiting approval from NZQA for a month. Meetings have begun with Schools to begin plans for how to implement the actions. Hyperlink to the AQAP shall be sent to Committee Members.</p> | Committee Members Simon Nash | 2019-05-30 TBC | IN PROGRESS |
| 2019-05-30 | 2019.QAB.Action-021 | <p>Investigation of BCONS Enrolment Problems Related to: 2019-05-30, Item 3.05 Investigate the root causes and impacts of enrolment errors in BCONS related to the ‘disappearance’ of pre-requisite courses and entry restrictions which resulted in many students needing to be dropped mid-way through the semester. 2019-06-27: Memo → Item 5.01</p> | Lydia Kiroff Simon Tries | 2019-06-27 | COMPLETE 2019-06-27 |

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| 2019-05-30 | 2019.QAB.Action-022 | Dissemination of ADL Services Report Refer to: Item 5.01 Request Bob Stewardson to share the ADL Services Report inside the Institutional Reports. 2019-06-27: In progress. It is undergoing some clarifications before distribution. | Rowena Fuluifaga | TBC | IN PROGRESS |
| 2019-05-30 | 2019.QAB.Action-023 | ADL Services Student Sign-in Process Consult with Anna Wheeler to clarify if, when and where students should sign-in when accessing ADL Services. 2019-06-27: The preferred sign-in location is the AskMe desk. | Rowena Fuluifaga | TBC | COMPLETE 2019-06-27 |
| 2019-05-30 | 2019.QAB.Action-024 | ADL Services Report – General versus Other Clarify the difference between the “General” and “Other” categories on Slide 3 of the report presentation, and report back to QAB. 2019-06-27: “Other” will disappear and be replaced by a clearer tag. Feedback is that it is very useful. | Rowena Fuluifaga | TBC | COMPLETE 2019-06-27 |
| 2019-06-27 | 2019.QAB.Action-025 | Pre-requisite Enrolment Issues Lead Working Group to define problem statement relevant to identified pre-requisite issues for programmes that result in high levels of enrolment blocks and VOE requests. Identify impact to schools and prepare communications to ensure clarity for Schools’ leadership and proposed solutions plan for Semester 1, 2020. | Aroha Lewin | TBC | NEW |

2.04.2 Standing Action Items

(None)

| Date Added | Item Identifier | Description | Responsibility | Status / Date Removed |
|------------|--------------------------------|-------------|----------------|-----------------------|
| | Next: 2019.QAB.Standing-003 | | | |

SECTION 3 ITEMS TO RECEIVE

Item 3.01 Priority Group Director Reports

Related to:

- 2019.QAB.Action-017

3.01.1 Māori – Toni Rewiri

Written report noted. Additional updates presented verbally.

- Two new kaihautū shall start soon.
- Māori Success is developing PD for Māori Success Champions.
- The Success Strategy Road Show is currently being presented to various groups. If anyone would like to see it, please contact Toni Rewiri.
- The kaupapa part of MAIA has been reinstated, along with its student spaces.
- The official launch of the Māori Success Strategy is set for Friday, 5 July.

Toni Rewiri was invited by Paul Jeurissen to present the Road Show to the HOSs.

3.01.2 Pacific – Andrea Thumath / Rowena Fuluifaga

Written report noted. Additional updates presented verbally.

- Partnership and community events have increased, including Unitec hosting the Year 12 PILOT collaboration for the first time in about 7 years
- Pacific staff stakeholders reviewed the Success Strategy last week and began translating goals into action plans. All goals now have action plans, except Goal 4.
- Pacific being re-launched alongside Maori on July 5.

Discussion

Requirements to Achieve Parity of Success and Retention

Unitec has a goal of parity of success and retention for Māori and Pacific students, which is very ambitious. ELT should be allocating time for coordinators / coordinated strategy to support students to reach these goals. It will require concentrated effort, sharing of best practice, changes to practices, heavy reprioritizing and significant resourcing. The monitoring of success by Schools should come up through QAB to AB. Realistic goals need to be set, along with scheduled stages of reporting. Initiatives like this take a matter of years to really get traction and produce significant measurable results. They greatly increase workload and must be highly coordinated and planned.

3.01.3 International – Tracy Chapman

(None)

3.01.4 Under 25s – Andrea Thumath

Verbal update. The draft Success Strategy draft is under development with an ETA in 4 ~ 6 weeks.

MOTION

That the Committee receive the Priority Group Director Reports.

Moved: Simon Nash
Seconded: Daniel Irving

MOTION CARRIED

Item 3.02 PAQC Chair Reports

Related to:

- 2019.QAB.Action-017

(System under review)

Item 3.03 Industry Advisory Committees

Related to:

- 2019.QAB.Action-017

(System under review)

Item 3.04 Degree Monitoring Status

Presenter: Simon Tries

- A written report shall come to next meeting.
- The majority of programmes are “green”; seven are amber meaning that they are running late but still ‘rescuable’.

MOTION

That the Committee receive the update on Degree Monitoring Status.

Moved: Simon Tries
Seconded: Liz Rainsbury

MOTION CARRIED

SECTION 4 ITEMS TO APPROVE

Item 4.01 Assessment of Prior Learning Activity

Presenter/s: Quentin Williams

To determine the extent to which Unitec is currently meeting NZQA and TEC requirements regarding the Assessment of Prior Learning. TEC's position is that a student has no right to draw SAC funding for course content that they already have. Unitec's processes need to become more robust and efficient. Most APL conversations with students happen within the context of the Schools, not centrally with Quentin. This drives the need for this paper, as Quentin is required to report on APLs.

Discussion

The Committee noted that:

- It is sometimes quicker for students to complete one or two courses than to compose a portfolio to display evidence for APL.
- A tension can exist when TEC holds that a student qualifies for APL and should thus complete APL (and not receive SAC funding), but the student feels their learning needs to be refreshed / updated.
- The timeframe is achievable, and that Schools should respond to the questions by that date, even if the answers are shallow. Even a response of "we don't know" is an informative response.
- PAQCs approve the output of the APL process and approve the APL results. They don't see the input end of how many APL discussions do or should happen.

MOTION

That the Committee request the following information be provided by each School to Quentin Williams by 12th July, to be summarized as a report back to QAB by 25th July.

Moved: Paul Jeurissen
Seconded: Cris de Groot

MOTION CARRIED

SECTION 5**WHAKAWHITI KŌRERO | ITEMS TO DISCUSS****Item 5.01 BCONS Enrolment Issues**

Related to:

- 2019.QAB.Action-021

Presenter/s: Lydia Kiroff

A number of enrolment issues on some BCCONS courses need to be resolved. In summary the issues range from compulsory and elective courses to restrictions and pre-requisites. The Committee should discuss and provide feedback on the issues outlined in the paper. This feedback can then go to the School of Building Construction, specifically the Head of School and the BCONS Academic Leader.

Discussion

The Committee noted that this issue may have been more suited for presentation to a PAQC Meeting, or to become a matter to raise with TKK or Enrolments.

Enrolments has begun taking a proactive approach to changes in enrolments, and increased the amount of student engagement and communication.

ACTION – Aroha Lewin**Pre-requisite Enrolment Issues**

Lead Working Group to define problem statement relevant to identified pre-requisite issues for programmes that result in high levels of enrolment blocks and VOE requests. Identify impact to schools and prepare communications to ensure clarity for Schools' leadership and proposed solutions plan for Semester 1, 2020.

2019.QAB.Action-025

MOTION

That the Committee receive the memo on BCONS Enrolment Issues and delegate Aroha Lewin to lead investigation and resolution.

Moved: Lydia Kiroff
Seconded: Liz Rainsbury

MOTION CARRIED

5.02 Approach to Interim PEPs for 2019

Presenter/s: Simon Tries

To provide a timetable of actions for the 2019 Interim PEP process, and to submit to the Board the proposed Interim PEP template.

Discussion

Provision of Data

In general, TKK aim to provide data sheets and links to access the PowerBI Dashboard. The Dashboard empowers academic staff to drill down and get specific data by themselves.

Graduation data shall be provided by TKK in time for the Āta-kōrero evaluative conversations to write the Interim PEPs. This includes the 2018 Graduation data.

In the context of the Grades processes, Day 10 is from whenever it is that the Course ends, regardless of whether it follows the standard Academic Calendar or not.

Temporal Challenges

The committee noted a number of challenges related to the 2019 round of Interim PEPs.

- Academic Leaders are transitioning to Academic Programme Managers.
- The end of semester is a spike in academic workload.
- They are very ambitious in scope, time and staff capability of who is actually able to do this.
- The 2018 EoY PEPs showed a need to support better action planning.

One mitigation is that they are not the sole responsibility of APMs. The whole programme team is required to participate in the facilitated evaluative conversation.

Purpose of the Interim PEP

Interim PEPs demonstrate that actions are underway arising from End-of-Year PEPs. For example, the 2018 EoY PEPs had Literacy and Numeracy as a common theme at all levels, and so the 2019 Interim PEP asks questions on that matter.

The Interim and EoY PEPs allow us to find themes and good practices across the institute. They also provide evidence of Unitec's capability and practice of self-assessment, and increase reflective practice among staff. The process may be challenging for some, but it is hugely enriching, as evidenced by staff feedback. Interim PEPs are useful for indicating to staff what we should be focused on, even if we aren't currently achieving it.

PEPs provide deeper information to the Student Success data. They help to explain why we achieved the levels of success that we did.

Cost-Benefit Comparison

Most institutes use evaluative conversations to evaluate their programmes. Undertaking Interim PEPs requires a significant amount of effort, but the cost of *not* doing them is even higher.

Development of Industry and Alumni Connections

The MROQ process is very heavily focused on outcomes with Employers and Graduates. Graduate Outcomes / Alumni communications should not be only drawn from Surveys. We also need to go offsite and have personal conversations. Heather Stonyer is leading work to build an active Alumni culture, but the work still has far to go and faces major resource challenges within Schools.

Suggestions for Improvement

- Make the questions more explicitly linked to the Unitec Diamond.
- Provide example responses to the questions.
- Include questions on actions related to meeting Treaty of Waitangi obligations.
- Provide transparency of the criteria / rationale behind the selection of questions.
- Present the process by which the PEP findings might change the values / behaviours higher up the chain.

MOTION

That the Committee provide feedback on and endorse the proposed timetable and template for the 2019 Interim Programme Evaluation and Planning process.

That the Committee set the (revised) due date for the submission of the 2019 Interim PEPs for Friday, 16 August 2019.

Moved: Simon Tries
Seconded: Dila Beisembayeva

MOTION CARRIED

SECTION 6

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.01 Details of Next Meeting

Time: 0930h – 1130h
Date: 2019-07-25
Location: 115-1030
Chair: Simon Tries
Submissions by: COB, 2019-07-11
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!

Item 6.03 Other Matters**6.03.1 Academic Board Review of Subcommittees**

Presenter/s: Simon Nash

The EER Recommendations heavily criticized the effectiveness of Unitec's academic committees. Academic Board has resolved for Simon Nash to invite QAB and AA members to a meeting to discuss / give feedback on amalgamation of the two committees.

6.03.2 Student Representation on PAQCs

Presenter/s: Liz Rainsbury; Nikki Makamba

PAQCs have had no student representation for whole semester. The issue is that students are not being funded to sit on a committee for 2 or 3 hours each month. Students need to know what they get out of it for their investment of time and effort. Discussions are underway with ELT and other parties, including the costs involved and PAQC membership structure.

SECTION 7**APPENDICES****Item 7.01 Terms of Reference (2019)**

Noted.

Item 7.02 Committee Membership (2019)

Noted.

Item 7.03 Minutes of the Previous Meeting

Noted.

- Minutes of Meeting 2019-05-30 (Draft)

MEETING CLOSED: 1132h

**** End of Proceedings ****