



minutes

TE POARI IHO | QUALITY ALIGNMENT BOARD

Date: **2019-07-25**
 Scheduled Start: 0930h
 Scheduled End: 1130h
 Location: **Building 115-1030**

Meeting opened: 0935

SECTION 1

NGĀ KUPU ARATAKI | PRELIMINARIES

Item 1.01 Karakia Timatanga | 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!

Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 Join it, gather it, it is done!

Item 1.02 Welcome from the Chair

- Lead (Quality Systems) change from Trude Cameron to Rosemary Dewerse

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 – Arr. 0942h
2. Aroha Lewin – Dep. 1031h
3. Dila Beisembayeva
4. Falaniko Tominiko – Dep. 1031h
5. Liz Rainsbury
6. Maura Kempin
7. Nikki Makamba – Arr. 0955h; Dep. 1056h
8. Paul Jeurissen
9. Rowena Fuluifaga – Dep. 1031h
10. Simon Nash
11. **Simon Tries (Chair)**

12. Toni Rewiri – Arr. 0942h; Dep. 1122h
13. Tracy Chapman – Dep. 1108h
14. Steve Marshall (Proxy for Rosemary Dewerse – Arr. 0944h; Dep. 1051h)
15. Yusef Patel (Proxy for Daniel Irving)

Apologies

1. Daniel Irving
2. Lydia Kiroff
3. Linda Aumua (Verbal through Paul Jeurissen)
4. Sue Emerson

MOTION

That the Committee accept the apologies for the meeting.

Moved: Simon Tries
Seconded: Rowena Fuluifaga

MOTION CARRIED

Absences

1. Arun Deo
2. Cris de Groot
3. James Oldfield
4. Simon Goodlud

Quorate Status

Meeting determined as quorate until 1108h.

Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Quentin Williams – Dep. 1031h

Item 2.02 Mahia Atu | Matters Arising

(None)

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

Attachment:

- Item 7.03 Minutes of Meeting 2019-06-27 (Draft)

Presenter: Chair

MOTION

That the Committee approve the Meeting Minutes of 2019-06-27.

Moved: Dila Beisembayeva

Seconded: Simon Nash

MOTION CARRIED

Item 2.04 Committee Work Plan (2019)

Under review to align with the AQAP.

Item 2.04 Ngā Tautapu Arotake | Actions For Review

2.05.1 Finite Action Items

Date Created	Item Identifier 2019.QAB	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-02-28	Action-012	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. 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. 2019-07-25: Still to be aligned to the AQAP.	Committee Members Simon Tries	2019-05-02 2019-05-30 TBC	In progress
2019-02-28	Action-013	SAC Working Group 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. Memo to be submitted when investigations conclude. 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. 2019-07-25: Some feedback was received. The Committee arrived at consensus postpone full implementation until Semester 1, 2020. Between now and then, the Working Group shall consult and gather feedback, pilot the new SAC process with Summer Semester 2019. Senior Academic QAB members shall be a channel for consultation to the Schools. Feedback response timeframes are TBC.	Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron	2019-05-02 TBC	In progress
2019-03-28	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. 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. 2019-07-25: Peoplesoft class roster, photo roster and class register all updated to display the Priority Group status of students.	Simon Tries	TBC	Complete 2019-07-25

2019-05-02	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”.</p> <p>2019-05-30, Items 3.01~3.03: New actions, below.</p> <p>1) Coordinate for Directors to view the Priority Group sections of HOS Diamonds.</p> <p>2) Clarify which actions in the Diamonds relate to which Priority Groups.</p> <p>3) Clarify the different layers of reporting against Priority Group targets, e.g. PAQC Reporting versus HOS Reporting.</p> <p>4) Debra shall talk to Simon Nash about evidence and measurement of implementation of Priority Group targets within the HOS Diamonds.</p> <p>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> <p>2019-07-25: Meeting postponed to this afternoon due to an earlier clash. No other news to announce.</p>	Simon Nash Simon Tries Toni Rewiri Andrea Thumath Falaniko Tominiko Tracy Chapman Liz Rainsbury Rowena Fuluifaga	TBC	In progress
2019-05-02	Action-020	<p>Academic Quality Action Plan Feedback 2019-05-02, Item 5.05: Email feedback to Simon Nash by COB, 2019-05-17.</p> <p>2019-05-30, Verbal update: The AQAP is being tidied up ready for release.</p> <p>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> <p>2019-07-25: The first whole-Unitec monthly AQAP Report is scheduled for the end of this month.</p>	Committee Members Simon Nash	2019-05-30 TBC	In progress
2019-05-30	Action-022	<p>Dissemination of ADL Services Report Refer to: Item 5.01 Request Bob Stewardson to share the ADL Services Report inside the Institutional Reports.</p> <p>2019-06-27: In progress. It is undergoing some clarifications before distribution.</p> <p>2019-07-25: 90% done. When all done, access will be given to PowerBI dashboard. Date for delivery is TBC with Bob. Commendation was given to the PowerBI dashboard team for high quality useful information.</p>	Rowena Fuluifaga	TBC	In progress
2019-06-27	Action-025	<p>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.</p> <p>2019-07-25: Still in progress. Timeframe for delivery is TBC. Commendation was given to Aroha for her related work with the School of Building Construction resulting in VOEs dropping from over 1000 to around 10.</p>	Aroha Lewin	TBC	In progress

2.05.2 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

3.01.1 Māori

Written report noted.

Presenter/s: Toni Rewiri

Discussion

The Strategy was launched on 5 July. A one-pager will go on The Nest next week. The Māori Roadshow is on tour and taking bookings. Members were encouraged to invite Toni to deliver a Roadshow workshop which lasts about 1.5 hours.

Toni commended Te Korowai Kahurangi for addressing the issue of missing grades in the last monthly report.

Simon Tries and Simon Nash, in leading *2019.AB.Action-037* (an Action Item at Academic Board) regarding usage of NPS verbatim data, were encouraged to expand the scope to include verbatim data from all surveys, not just NPS Surveys.

3.01.2 Pacific

Written report noted.

Presenter/s: Falaniko Tominiko

Discussion

The second Pacific badge is over 50% developed. For more details, contact Maura Kempin.

3.01.3 International

Written report noted.

Presenter/s: Tracy Chapman

Discussion

Arising from discussion at Ako Ahimura 20190718, Tracy is going to provide written clarification of the concern around “impartiality of formal complaints decisions”. Tracy will present the same to this Committee. She shall consult with Steve Marshall on this.

Tracy shall amend the wording of the second Concern from “TCD badge” to “Compliance Badge”.

3.01.4 Under-25s

Written report noted.

Presenter/s: Andrea Thumath

Discussion

A total of 448 students compose the percentages in the report. These numbers feed into non-completion outcomes, because students with debts cannot administratively complete their courses / programmes. Analysis of the types and reasons for debt is still underway.

MOTION

That the Committee receive the Priority Group Director Reports for:

- 1. Māori**
- 2. Pacific**
- 3. International**
- 4. Under-25s**

Moved: Tracy Chapman

Seconded: Dila Beisembayeva

MOTION CARRIED

Item 3.02 PAQC Chair Reports

Presenter/s: Simon Tries

3.02.00 PAQC Reporting – Discussion Memo

Presenter/s: Simon Tries

Discussion

The Committee noted the following.

- Commendation to Simon Tries for getting this work started.
- Many of the themes raised in the reports shall feed into the related PAQC Review commissioned by Academic Board.
- Māori and Pacific will need reporting / tracking from PAQCs of movement toward parity targets.
- Simon Tries is to follow up on Chairs who didn't submit a Report.
- The PAQCs need to know what the outcome / feedback / response from QAB will be for the points raised in the Chair Reports.
- Themes / lessons from analysis of present reports should flow both up and down.
- Simon Tries is to acknowledge receipt and give notice of what shall happen from now with the info.
- No other recommendations from the paper were moved.

MOTION

That the Committee receive the PAQC Chair Report/s:

1. Medical Imaging
2. Creative Industries
3. Applied Business
4. Architecture
5. Community Studies
6. Computing and Information Technology
7. Bridgepoint (Language Studies)
8. Social Practice
9. Building Construction
10. Bridgepoint (Supported Learning) – *Tabled*

Moved: Paul Jeurissen
 Seconded: Dila Beisembayeva

MOTION to go to an E-ballot due to loss of quorum

Item 3.03 Other Reports – Regular

3.03.1 Industry Advisory Committee Reports

Related to:

- 2019.QAB.Action-017

(System under review / development)

3.03.2 Degree Monitoring Status Report

Written report noted.

Presenter: Simon Tries

The purpose of this report is to provide the Committee with an update on the status of degree monitoring visits for all Level 7 to 10 programmes.

MOTION

That the Committee receive the Degree Monitoring Status Report.

Moved: Dila Beisembayeva
 Seconded: Maura Kempin

MOTION to go to an E-ballot due to loss of quorum

3.03.3 Consistency Review Report

Written report noted.

Presenter: Simon Tries

(Background) Assuring national consistency of graduate outcomes of New Zealand qualifications (Consistency) is a New Zealand Qualifications Authority quality assurance mechanism that seeks to provide assurance that all graduates of New Zealand qualifications meet the outcomes to an equivalent, nationally acceptable standard. Qualifications are scheduled for Consistency Reviews which all Tertiary Education Organisations are required to participate in through the provision of a self-assessment report and attendance at a consistency review meeting.

If a line has no RAG status, then it means the review has not yet been scheduled.

Work is ongoing to refine, clarify and improve the report's content and layout.

MOTION

That the Committee receive the Consistency Review Report.

Moved: Dila Beisembayeva

Seconded: Andrea Thumath

MOTION to go to an E-ballot due to loss of quorum

Item 3.04 Other Reports – Occasional

(None)

SECTION 4

ITEMS TO APPROVE

(None)

SECTION 5

WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

Item 5.01 APL Findings and Proposals

Presenter/s: Quentin Williams

These recommendations are needed to ensure the proposed APL initiatives are serving the best interest of Unitec and its students. The primary benefit of these proposals will be to ensure the compliance of and improve the quality of Unitec's APL processes. This request is being made to ensure the Committee is informed about the compliance and quality issues relating to APL.

Discussion

Extensive discussion occurred, and the Committee noted the following key points.

- Commendation to Quentin Williams for the quality of work done so far.
- In the School of Computing and Information Technology, the \$500 fee plus loss of student funding deters students from seeking APL. They instead prefer to do the course and continue being able to afford living expenses.
- In the School of Building Construction, the time and effort needed to put evidence together deters his students more than the \$500. This is in spite of most students who do apply usually receiving a favourable outcome.
- Academic staff need training on how to explain APL to students, and tools for students to self-diagnose their APL.
- APL processing could get built into the work and conversations of Student Enrolment Managers and other administrative systems. However, this would make any delayed processing an Operations issue, when there are some issues with Cross Credits.
- In the past, conversations on APL were triggered by applicants ticking a box on the enrolment form. This question was removed a number of years ago.
- If government believes that APL is important, then more funding should be provided to process it.
- MIT has an exceptionally high fee for APL applications and the number of large scale APL applications they have received since its introduction has reduced substantially.
- APL for units of a course (e.g. assessments) is different from APL for a whole course or programme.
- Self-diagnosis APL tools for students could be set up on a school by school basis as capability development, and then ways to keep marketing and tools and schools all aligned would need to be developed.
- Processing APL is complex and difficult, and many institutes don't do it well. We only need a small number of specialist staff dedicated to it to do it well. Quality APL services could then be a Point of Difference of Unitec in the tertiary / ITP sector.

No motion *per se* was moved.

ACTION – Quentin Williams; Simon Tries

Institutional Prioritization of APL Proposal

Quentin to work with Simon Tries / TKK to consider the priorities relating to the proposal in the context of broader institutional priorities.

2019.QAB.Action-026

SECTION 6

ĒTAHI KAUPAPA ANŌ | OTHER BUSINESS

Item 6.03 Any Other Business (AOB)

Dila Beisembayeva sought clarity on the grades appeals process. She will work with Simon Nash and Trude Cameron on proceeding further.

Item 6.02 Details of Next Meeting

Time: 0930h – 1130h
 Date: 2019-08-29
 Location: 180-2043
 Chair: Simon Tries

Submissions due: *COB, Thursday, 2019-08-15*

To: QAB@unitec.ac.nz

Item 6.03 Closing Karakia

Ka wehe atu tātou	We are departing
I raro i te rangimārie	Peacefully
Te harikoa	Joyfully
Me te manawanui	And resolute
Haumi ē! Hui ē! Taiki ē!	We are united, progressing forward!

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 2019-06-27 (Draft)

Meeting closed: 1129h
