

Item 2.4.2. Ngā Tautapu Arotake | Actions for Review

Creation	Identifier 2019.QAB	Description	Responsibility	Target Delivery Date	Status / Date Completed
2019-02-28	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. 2019-07-25: Still to be aligned to the AQAP. 2019-08-29: Waiting on confirmation of related AQAP and Academic Board work. 2019-09-26:</p>	<p>Committee Members</p> <p>Simon Tries</p>	<p>2019-05-02 2019-05-30 TBC</p>	In progress
2019-02-28	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. 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. 2019-08-29: Work in progress. Consultation closes 2019-09-30. 2019-09-26:</p>	<p>Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron</p>	<p>2019-05-02 TBC</p>	In progress
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". 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. 2019-07-25: Meeting postponed to this afternoon due to an earlier clash. No other news to announce. 2019-08-29: Waiting for outcomes of related Academic Board work. 2019-09-26:</p>	<p>Simon Nash Simon Tries Toni Rewiri Andrea Thumath Falaniko Tominiko Tracy Chapman Liz Rainsbury Rowena Fuluifaga</p>	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. 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. 2019-07-25: The first whole-Unitec monthly AQAP Report is scheduled for the end of this month. 2019-08-29: Monthly reporting has begun. About 17 click-throughs from have been counted since it was published on The Nest. Members encouraged to review it on The Nest. Simon Nash also reports monthly to Academic Board on this matter. Highlights include the level of collaboration across teams at Unitec, which makes work take a little longer but produces much better outcomes, and that the work on systems and processes done in 2017/2018 to prepare for the last EER (when Unitec was Cat. 2) is now producing outcomes and evidence which we can show to NZQA. The biggest risk is the level of workload produced by actions flowing out of the AQAP; the next EER is little over a year away and the parity targets mean that almost every team in Unitec needs to do some amount of re-prioritization. Overall, the situation feels positive. 2019-09-26:</p>	<p>Committee Members Simon Nash</p>	<p>2019-05-30 TBC</p>	<p>In progress</p>
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. 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. 2019-08-29: No update. 2019-09-26: Email from Rowena – “ADL report is accessible and available for all BI users as an Institutional report. On a side note - many staff still requesting ADL dashboard reports. Please note, the ACCESS Student Success Access reports are only up to date till 2018. The Academic Student Services report describes the impact of Support services (AKA student services) on S&R.”</p>	<p>Rowena Fuluifaga</p>	<p>TBC</p>	<p>In progress</p>
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. 2019-08-29: In progress. Report to come to next meeting. The number of VOEs have reduced. Reasons for system overrides with VOEs tend to be coming from technical issues with the system rather than school / operations issues. 2019-09-26:</p>	<p>Aroha Lewin</p>	<p>TBC</p>	<p>In progress</p>
2019-08-29 Item 3.02.00	Action-027	<p>Working Group – Recommendations from the PAQC Review To meet early next week for about 2 hours, and then to take the findings of the PAQC Review, analyse them and produce formal, feasible Recommendations to be presented to Academic Board for approval.</p> <p>2019-09-26: Refer to Item 5.1 of this meeting.</p>	<p>Steve Marshall Liz Rainsbury Dila Beisembayeva Mirjana Bogosanovic</p>	<p>2019-09-26</p>	<p>New</p>

2019-08-29 Item 5.01	Action-028	<p>Working Group – Recommendations for the Graduate Survey 2020</p> <p>To form recommendations for the improvement of the Graduate Survey 2020, and present them to QAB. Considerations shall include the following:</p> <ul style="list-style-type: none"> • How to raise the response rate • Who in Unitec should be the owner of the Graduate details / contact list • How students / graduates should update their details, and who / how this direction shall be communicated out to them • How to raise awareness and usage of Graduate Profile Outcomes (GPOs) with students / graduates and teaching staff in the classroom, to emphasize the value of the broader <i>programme / qualification</i> rather than a narrow focus on the <i>course</i> <p><i>2019-09-26: Refer to Item 5.2 of this meeting.</i></p>	Simon Tries; Hugh Wilson; Quentin Williams; Chantelle Daniels; Rosemary Dewerse; Heather Stonyer (check first through David Glover); Dila Beisembayeva; Marketing representative (TBC)	TBC	New
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