
To	Te Poari Iho Quality Alignment Board	From	Rosemary Dewerse, Lead Quality Systems, Te Korowai Kahurangi
Title	Proposed approach to 2019 End of Year Programme Evaluation and Planning	Date	9 September 2019

Purpose

To provide an overview of the proposed 2019 End of Year Programme Evaluation and Planning process and related requirements.

Recommendation

That Te Poari Iho provide feedback on and endorse the proposed approach to the 2019 End of Year Programme Evaluation and Planning process, including the PEP period of December 2019-February 2020.

Background

Every year Unitec undertakes a Programme Evaluation and Planning (PEP) process which evaluates the extent to which programmes are meeting their intended purposes, using the New Zealand Qualifications Authority's Key Evaluation Questions as a framework. In 2018 an Interim PEP process was introduced, and repeated in 2019. To ensure momentum in evaluative conversation and reporting continues there will be an End of Year PEP for 2019.

Initial findings from the 2019 Interim PEP process

- With around 65 programmes engaging in a facilitated Āta-kōrero process, feedback is that an increased sense of ownership of the evaluative process and goal-setting for the next teaching period is being achieved.
- The specific questions of the Interim PEP template have enabled a much more focused reporting on key issues that arose from the 2018 End of Year PEPs and on Student Performance.
- Data reporting was based on the live Dashboard drawing from Peoplesoft. (A problem with the reporting from the Data Cube – now permanently rectified – delayed the original reporting date of July 16th to July 19th.) The ability to use the live dashboard enabled the evaluation period to be located closer to the end of the semester under review, making discussion and goal-setting more immediately relevant. While the 2018 End of Year PEP process occurred in March/April 2019 (four-five months after the period under review), evaluation of Semester 1 2019 began July/August 2019, immediately after the Grade Publishing period for that semester.
- The evaluative period was tight – caught up in the brief and pressured mid-semester break and the beginning of semester two. While most Āta-kōrero workshops had been conducted by 9 August, only thirteen PEP reports were submitted to the Quality Alignment Board by the approved due date of 16 August. (As of 6 September 58 PEPs had been submitted, with a further 25 or so to go.) The timetable will need to be reviewed if an Interim PEP is approved for 2020. An update on received and outstanding reports will be presented at the meeting.

There is still work to be done to: strengthen lecturer preparation for quality Ata-korero, tighten note-taking and reporting (further), move PAQC review to a focus on evaluative results rather than the writing, and grow wider facilitation capability.

The focus for the 2019 End of Year PEP process will be on building further capacity and capability in the facilitation of Āta-kōrero and on strengthening individual preparation for team evaluation (including the use of data and other evidence) so that evaluative conversation grows in rigour.

Reporting will be addressed in 2020. It is vital that the rigour of the PEP process is in place well before the 2020 EER.

Proposed resourcing and timetable for the 2019 End of Year PEP

End of Year PEP template

- September: The reporting template for End of Year PEPs and guide for facilitators completed for approval in the October meeting of the Quality Alignment Board.

Facilitation

Ask Schools to nominate and confirm 1 person for every 3 programmes (not an HoS) to train.

Question to be addressed: How to give them release for this work?

- September/early-October: Development of an Āta-kōrero facilitation training badge, in partnership with Te Puna Ako. As part of Teacher Competency Development this will ensure that those agreeing to train as facilitators are fully supported and their investment recognized as meeting Unitec professional development expectations.

Strengthening individual preparation for team evaluation

- September onwards: Training on use and interpretation of data, particularly for those with access to PowerBI.
- October-early November: Bite-sized resources will be created to help teams/lecturers with effective preparation for Ata-korero, including how to read data reports, reflecting on your evidence (eg CEPs, Student and Graduate survey feedback, etc), and identifying actions toward SMART goal setting. A resource to guide PAQCs in their review will also be created.

The 2019 End of Year PEP timetable

- **2 December 2019 to through 7 February 2020:** Āta-kōrero period for the 2019 End of Year PEP. Bookings for Āta-kōrero can be made from now on. Contact Te Korowai Kahurangi on tkinsights@unitec.ac.nz who will compile a central calendar.
- **21 February 2020:** Due date for 2019 End of Year PEP reports. (Semester 1 2020 starts on 24 February).

A proposal is that the Programme Coordinator become the person who takes notes during Āta-kōrero. This needs a decision.