

1.6.2. 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: Work Plan may go to the next meeting of Academic Board.</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: Members encouraged to spread the word to submit feedback.</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: Still awaiting outcomes from related work with Academic Board. Simon Tries (Chair QAB) shall consider how this QAB Action can be cleanly closed.</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</p> <p>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> <p>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.</p> <p>2019-09-26: The AQAP is reported on monthly to Academic Board, ELT and the Commissioner. The report gets published on The Nest as is available to all Unitec staff. QAB could add value to the AQAP implementation. The AQAP Report that went to Academic Board shall be distributed to QAB members. A new item for the AQAP Report shall be added to the next QAB Agenda.</p>	<p>Committee Members</p> <p>Simon Nash</p>	<p>2019-05-30 TBC</p>	<p>In progress</p>
2019-06-27	Action-025	<p>Pre-requisite Enrolment Issues</p> <p>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> <p>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.</p> <p>2019-09-26: This work is really part of a much larger project inside Operations, not isolated only to BCONS. It should be closed off as a QAB item. Phase 1 of the project is due to complete by 12 December, after which a report could be presented to QAB. The AAQ team, led by Steve Marshall, have been checking requisites and study plans. This needs to complete before open the Enrolment Cart can open. Although not directly impacting this Action's particular challenge, it is related to how we use the system. IMS is also working with the project team. A number of concerns were raised around the lateness of pre-requisite checks, students who enrol for a full year but then fail a course in first semester, and involvement of SEMs at School Marking Meetings. Members wanting to contribute to Aroha's work (e.g. Mirjana, Dila, Antoinette, et alia) should meet and discuss the issues / opportunities with Aroha as part of the Operations project.</p>	<p>Aroha Lewin</p> <p>Steve Marshall</p> <p>IMS Team</p>	<p>TBC</p>	<p><i>Closing (TBC)</i></p> <p>(TBC) Aroha Lewin to report back on Phase 1 at first meeting of QAB in 2020</p>