| **To** | Te Poari Whai Kounga \| Quality Alignment Board | **From** | Steve Marshall, Lead, Quality Partnering, Te Korowai Kahurangi |
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| **Title** | Programme Academic Quality Committee Work Plan 2020 | **Date** | 2019 / 10 / 17 |

**Recommendation/s**

That Te Poari Whai Kounga | Quality Alignment Board discuss the proposed generic work plan for Programme Academic Quality Committees and endorse its deployment.

**Purpose**

This paper outlines an overarching standardized academic work plan that was recommended by the recent review of Programme Academic Quality Committees. The draft workplan outlines the main elements that would be either approved; analyzed, discussed and reported on; or tracked and monitored. Each committee will be slightly different in its requirement and this work plan will be tailored to the specific needs of each committee.

Other aligned processes from the recommendations of the review are also connected to this draft work plan. They are:

- The frequency of meetings for each Committee will be set according to the needs of the confirmed work plan, with some Committees requiring more meetings in a year, and some less.
- Agenda and minute templates will be re-designed to complement the requirements of the work plan and to align with those developed for Academic Board.
- Standardization of work plans will assist the committee secretariat and Te Korowai Kahurangi in providing a centralized management for distribution of agenda items and other key communications between committees.
- The workplan includes a range of elements that will form part of a reporting process of key issues from PAQC to QAB/AB and other committees and stakeholders. This is envisioned to be quarterly with a report covering the action items which occurred during the reporting period.
- The above-mentioned reporting structure will be developed to allow for escalation of matters from PAQC to other committees or other Institutional Agencies, including a process for feedback of any actions taken as a result. Issues will be able to be raised at any time by a PAQC and may include academic risk/issues of concern; issues relating to resources; and issues related to Learning and Teaching. The formalizing of this process will be developed prior to the end of 2019.

**Programme Academic Quality Committee Workplan**

The proposed workplan has been designed using three academic quality timelines. The first is based on the quality requirements of time based course delivery which has a definitive start and end date. The second is a quarterly based programme quality cycle, and the third is for ad-hoc activities associated Programme Monitoring and Review and professional accreditation requirements. The tables below presents the main PAQC work plan events in a linear timeline using the cycles to sort the elements, and a more visual representation of the three above mentioned cycles is attached. Both models are the same and are intended as a generic model only which will be tailored to the requirements of each individual PAQC.

### *Agenda items*

Agendas for PAQCs will be designed collaboratively by PAQC Chairs and Secretariat, with input from Academic Programme Managers. Items will be concise with clear motions for the committee to follow. The agenda items will be presented in three forms as follows:

- *For Approval*: will be delivered as papers with background information and supporting evidence.
- *For Discussion:* will allow the Committee to analyse and report on items that will be presented as data sets in papers with background information and supporting evidence.
- *For Receipt*: presents data sets for tracking available electronically in each meeting and form the foundation data sets used for analysis, discussion and reporting.

### *Delegated authority*

The PAQC Terms of Reference details the powers of the Committee to delegate authority as follows:
1. Programme Academic Quality Committee may delegate authority to formally established management sub-committees or working groups.
2. Establishment of management sub-committees or working groups will include appointment of a Convener, Terms of Reference, membership requirements, reporting responsibilities to the Committee, extent of decision-making powers and period for which delegated authority is granted.

A number of items listed below indicate that they may be delegated to subcommittees or working groups for evaluation and/or decision making. This is to enable those items to be considered by the widest range of staff who are best positioned with local knowledge to make decisions. Any delegated decisions will be reported at the PAQC to ensure that records of any such decisions are formally documented.

### *Model Timeline*

*January/February*

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| *Approvals* | • *PAQ Committee*<br>  − *Yearly work-plan, including AQAP related targets*<br>  − *Membership information*<br>• *Delegated Authority*<br>  − *Sub-Committees/Working Groups Convener & Membership, TOR & extent of authority*<br>  − *Confirm delegated authority to approve enrolments*<br>  − *Delegated authority to individuals*<br>• *Ratification of Grades **(may be delegated)***<br>  − *Resolution of previous deferred grades*<br>• *Exclusions from program/course* |

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| | – *3<sup>rd</sup> time enrolments* |
| | • *Student Issues* |
| | – *Consideration and resolution of escalated issues* |
| | • *Completions **(may be delegated)*** |
| | – *Graduation confirmation* |
| | – *Student excellence (Senior Scholar Award, etc.)* |
| | – *Requests for correction of errors* |
| | • *Enrolments & Admissions **(may be delegated)*** |
| | – *Cross credit/ Assessment of Prior Learning* |
| | • *Modified Program Study* |
| | • *Moderation* |
| | – *Update annual Moderation Plan* |
| | – *MOU/Contracts in place for External Moderation* |
| | • *Industry Engagement* |
| | – *Advisory Committee schedule* |
| | – *Engagement outcomes plan* |
| *Analysing Trends & Reporting* | • *Student Progress **(may be evaluated by wider group)*** |
| | – *Course success and retention rates* |
| | – *EPI/ Priority Groups at whole course level* |
| | • *External Moderation from previous semester (Themes only)* |
| | • *Student evaluation of courses **(may be evaluated by wider group)*** |
| | – *Themes & action plans (reported to QAB)* |
| | • *Appeals* |
| | – *Volume by course, Themes, No. approved or declined* |
| | • *Grades* |
| | – *Timeline compliance* |
| | – *No grades, Deferred grades, Change of grades* |
| *Tracking Progress* | • *Class Set-up (Incl. correct start and end dates)* |
| | – *Timetable teaching hours are correct* |
| | • *Course Descriptors/ My Course Details* |
| | – *Approved programme improvements finalised and documented* |
| | – *Gradebook set-up* |
| | • *Moderation for coming semester* |
| | – *Pre-moderation compliance and process* |
| | – *Internal moderators assigned and suitably trained* |
| | – *Assessment Schedule complete* |
| | • *Student Information* |
| | – *Student facing information deployed (Incl. Moodle Pages)* |
| | – *Handbook updated* |
| | • *Course Evaluation & Planning (CEP)* |
| | – *Started and on track for coming semester* |
| | – *Completed for previous semester* |

*March/April/May/June (distributed as required)*

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| *Approvals* | • *Student Issues*<br>  – *Consideration and resolution of escalated issues*<br>• *Degree Monitoring*<br>  – *Response to report approved by PAQC | Response submitted to QAB*<br>• *Program Development (Scheduled to conform with NZQA timelines)* **(preparation may be delegated)**<br>  – *Approve Type 2 major changes to Programmes | Submit to Academic Approvals Committee for approval*<br>  – *Approve New Programme Developments | Submit to Academic Approvals Committee for approval* |
| *Analysing Trends & Reporting* | • *Student Progress* **(may be evaluated by wider group)**<br>  – *Priority Groups in individual assessment*<br>  – *Early assessment outcomes*<br>• *Special Assessment Circumstances*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Resubmissions/Reassessment*<br>  – *Volume by course*<br>• *Complaints*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Industry Advisory Committee*<br>  – *Receive and discuss outcomes*<br>• *Moderation*<br>  – *Review outcomes of External Moderation* |
| *Tracking Progress* | • *Student Progress* **(may be evaluated by wider group)**<br>  – *Priority Groups in individual assessment*<br>  – *Early assessment outcomes*<br>• *Special Assessment Circumstances*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Resubmissions/Reassessment*<br>  – *Volume by course*<br>• *Complaints*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Degree Monitoring*<br>  – *Preparation | Monitor Visit | Report received*<br>  – *Monitor progress against previous improvement plan*<br>• *Improvement & Action Plans*<br>  – *Monitor progress against plans*<br>• *Industry Advisory Committee*<br>  – *Receive and discuss outcomes* |

*June/July*

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| *Approvals* | • *Completions **(may be delegated)***<br>  − *Graduation confirmation*<br>  − *Student excellence (Senior Scholar Award, etc.)*<br>  − *Requests for correction of errors*<br>• *Student Issues*<br>  − *Consideration and resolution of escalated issues*<br>• *Ratification of Grades **(may be delegated)***<br>  − *Approve deferred grades and set completion dates*<br>  − *Resolution of previous deferred grades*<br>• *Exclusions from program/course*<br>  − *3rd time enrolments*<br>• *Enrolments & Admissions*<br>  − *Cross credit/ Assessment of Prior Learning **(may be delegated)***<br>  − *Modified Program Study*<br>• *Moderation*<br>  − *Update annual Moderation Plan* |
| *Analysing Trends & Reporting* | • *Student Progress **(may be evaluated by wider group)***<br>  − *Course success and retention rates*<br>  − *EPI/ Priority Groups at whole course level*<br>  − *Discretionary & Special Admissions*<br>• *External Moderation (Themes only)*<br>• *Students at Risk **(may be evaluated by wider group)***<br>• *Student evaluation of courses **(may be evaluated by wider group)***<br>  − *Themes & action plans (reported to QAB)*<br>• *Appeals*<br>  − *Volume by course, Themes, No. approved or declined*<br>• *Grades*<br>  − *Timeline compliance*<br>  − *No grades, Deferred grades, Change of grades* |
| *Tracking Progress* | • *Class Set-up (Incl. correct start and end dates)*<br>  − *Timetable teaching hours are correct*<br>• *Course Descriptors/ My Course Details*<br>  − *Approved programme improvements finalised and documented*<br>  − *Gradebook set-up*<br>• *Moderation for coming semester*<br>  − *Pre-moderation compliance and process*<br>  − *Internal moderators assigned and suitably trained*<br>  − *Assessment Schedules complete*<br>• *Moderation for previous semester*<br>  − *Post-moderation complete*<br>  − *External moderation deployed*<br>• *Student Information*<br>  − *Student facing information deployed (Incl. Moodle Pages)*<br>  − *Handbook updated* |

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| | • *Course Evaluation & Planning (CEP)*<br>  – *started and on track for coming semester*<br>  – *completed for previous semester*<br>• *Grades (Compliance & Process)*<br>  – *Assessment copies retained according to policy*<br>• *Completions (Compliance & Process)*<br>  – *Completion errors*<br>• *Suspensions Postgraduate and Research programs* |

*August/September/October/November (distributed as required)*

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| *Approvals* | • *Student Issues*<br>  – *Consideration and resolution of escalated issues*<br>• *Degree Monitoring*<br>  – *Response to report approved by PAQC \| Response submitted to QAB*<br>• *Programme Evaluation & Planning Report (PEP)* **(preparation may be delegated)**<br>• *Program Development (Scheduled to conform with NZQA timelines)* **(preparation may be delegated)**<br>  – *Approve Type 2 major changes to Programmes \| Submit to Academic Approvals Committee for approval*<br>  – *Approve New Programme Developments \| Submit to Academic Approvals Committee for approval* |
| *Analysing Trends & Reporting* | • *Student Progress* **(may be evaluated by wider group)**<br>  – *Priority Groups in individual assessment*<br>  – *Early assessment outcomes*<br>• *Special Assessment Circumstances*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Resubmissions/Reassessment*<br>  – *Volume by course*<br>• *Complaints*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Industry Advisory Committee*<br>  – *Receive and discuss outcomes*<br>• *Moderation*<br>  – *Review outcomes of External Moderation*<br>• *Enrolments & Admissions*<br>  – *Study Plan updated and accurate* |
| *Tracking Progress* | • *Student Progress* **(may be evaluated by wider group)**<br>  – *Priority Groups in individual assessment*<br>  – *Early assessment outcomes*<br>• *Special Assessment Circumstances*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Resubmissions/Reassessment*<br>  – *Volume by course*<br>• *Complaints*<br>  – *Volume by course, Themes, No. approved or declined* |

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| | • *Degree Monitoring*<br>  – *Preparation \| Monitor Visit \| Report received*<br>  – *Monitor progress against previous improvement plan*<br>• *Improvement & Action Plans*<br>  – *Monitor progress against plans*<br>• *Industry Advisory Committee*<br>  – *Receive and discuss outcomes* |

*November/December*

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| *Approvals* | • *Completions* **(may be delegated)**<br>  – *Graduation confirmation*<br>  – *Student excellence (Senior Scholar Award, etc.)*<br>  – *Requests for correction of errors*<br>• *Student Issues*<br>  – *Consideration and resolution of escalated issues*<br>• *Ratification of Grades* **(may be delegated)**<br>  – *Approve deferred grades and set completion dates*<br>  – *Resolution of previous deferred grades*<br>• *Exclusions from program/course*<br>  – *3$^{rd}$ time enrolments*<br>• *Enrolments & Admissions*<br>  – *Cross credit/ Assessment of Prior Learning* **(may be delegated)**<br>  – *Modified Program Study*<br>• *Program Development* **(preparation may be delegated)**<br>  – *Review Program Regs*<br>  – *Review Unit Standard Versions for next delivery cycle*<br>  – *Review Contracted Delivery*<br>• *Contracted/Subcontracted Delivery*<br>  – *Contract negotiation for following year* |
| *Analysing Trends & Reporting* | • *Student Progress* **(may be evaluated by wider group)**<br>  – *Course success and retention rates*<br>  – *EPI/ Priority Groups at whole course level*<br>• *External Moderation (Themes only)*<br>• *Students at Risk* **(may be evaluated by wider group)**<br>• *Student evaluation of courses* **(may be evaluated by wider group)**<br>  – *Themes & action plans (reported to QAB)*<br>• *Appeals*<br>  – *Volume by course, Themes, No. approved or declined*<br>• *Grades*<br>  – *Timeline compliance*<br>  – *No grades, Deferred grades, Change of grades* |
| *Tracking Progress* | • *Moderation for previous semester*<br>  – *Post-moderation complete*<br>  – *External moderation deployed*<br>• *Course Evaluation & Planning (CEP)* |

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| | <br>– completed for previous semester<br>• Grades (Compliance & Process)<br>– Assessment copies retained according to policy<br>• Completions (Compliance & Process)<br>– Completion errors<br>• Suspensions Postgraduate and Research programs |
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Other quality activities that will be considered by a PAQC and which does not follow a standard timetable may include:
- Program Review
  – Preparation to establish timeline | Internal Evaluation | Stakeholder Engagement | Response approved by PAQC | Response submitted to QAB
- Professional Accreditation/Registration (Scheduled as required)
  – Preparation | Accreditation/Registration Visit | Report received | Response approved by PAQC | Response submitted to QAB
- Consistency Review (Scheduled as required)
  – Preparation | Review | Report received | Response approved by PAQC | Response submitted to QAB

**Next Steps**

The standardized academic work plan will be modified and tailored to the requirements of each PAQC in preparation for the 2020 academic year. The new membership structure will also commence with the start of 2020.

**Attachments**
- PAQC Work Plan Visual

**Contributors / Co-Authors**
- Specialists, Quality Partnering, Te Korowai Kahurangi
- PAQC Committee secretariat