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| <b>To</b>    | Murray Strong (Commissioner)<br>Executive Leadership Team<br>Te Poari Mātauranga   Academic Board | <b>From</b> | Simon Nash (Director, Ako) |
| <b>Title</b> | Academic Quality Action Plan Update<br>October 2019   | <b>Date</b> | 01 / 11 / 2019             |

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**Purpose**

To provide an update on our EER response – the Academic Quality Action Plan (AQAP) progress for your information.

To be read alongside the attached AQAP progress trackers.

**Background**

This is the fourth monthly report on the AQAP. I will send a more ‘newsy’ report to all Unitec staff next week, focusing on achievements to date and where staff should put their energies in coming months.

*Progress on AQAP actions*

Generally, progress on recommendations and towards outcomes is positive and ongoing, although there remains much work to do.

**NB:** When reading the attached progress documents please note that percentages reported are against the actions underway. They are not a percentage measure of outcomes. The purpose of the reports is to ensure accountability and reporting on progress, while this memo provides an assessment of progress towards outcomes.

Rec 1: Student Achievement currently measures progress on target-setting and reporting. Further reporting on implementation is to be added.

Recs 2,4,6: Academic Board (and sub-committee) improvements are progressing well. Committees are all undertaking regular self-evaluations. In October I sent an all-staff email explaining committee structures and purpose (attached).

Recs 3 & 5: Student Support & Completion work is underway. Each School has an agreed set of eight “I See Me” Initiatives embedded in its Action Plan to be reported monthly and achieved before Semester One 2020. Details are on this [Moodle site](#). “I See Me” refers to our kaupapa that students will be most successful when they can see themselves, their culture and language, whānau/family, and educational heritage and vocational goals, in the programmes that they study. A ‘Roadshow’ to each School is underway in November to ensure staff understand the actions required and the support available.

Rec 7: Renewal Plan Progress is better than reported in the Project Plan and requires improved reporting of details.

Recs 8, 9: Māori and Pacific Success Strategies are well underway. Reporting is largely through the “I See Me” Initiatives in Recs 3 & 5.

Recs 10, 11, 12: Individual School Reviews and actions are underway, generally as part of Business-As-Usual activities for those schools. The Plumbing & Gasfitting Review is embedded in the whole-of Trades 'Project Takohanga'. In November I will be working more closely with each School team to check the detail of progress as there is risk of slippage.

Rec 13: Review resourcing for the Executive actions are all complete for now.

### **Risks**

Academic staff prioritizing of AQAP outcomes is critical. Nearly all aspects of the EER recommendations require academic staff engagement and 'buy-in'. This is all business-as-usual work, but it must be prioritised and resourced adequately. Schools are all very willing, but I will be checking progress reporting carefully in November

More communication is needed from myself and Unitec leadership to engage staff so that they understand the "why" of EER, student success and academic quality work, and their part in it. School visits will be underway in November.

Pacific Success Strategy resourcing has been delayed, with some risks to progress. Recruitment will be underway in November for Pacific Advisors to support this work.

### ***Preparation for the October 2020 EER visit***

It is time to begin detailed planning and work to prepare Unitec staff for the panel visit itself.

I have established a Governance Group to support the AQAP and provide more scrutiny on progress. The group comprises Nick Sheppard, Chris King, Trude Cameron, Falaniko Tominiko, Toni Rewiri, Andrea Thumath, Dan Brady, Annette Pitovao, Katie Bruffy, Simon Tries, Maura Kempin, Luan Rose (Coordinator).

An all-staff email will shortly provide a timeline towards the visit. Key events are our Programme Evaluation and Planning (PEPs) in Dec-Feb, and a 'mock' panel 'Internal Evaluation and Review' (IER) in March/April 2020.

An external consultant Judith Brown has been engaged to support our panel visit preparation, and to review and report on work to-date. Her report will be made available once received.

EER preparation activities will be added to the Project Plan and reporting in November.

### **Next Steps**

Next month's report will include details on preparation for the EER visit itself, including preparing documentation and preparing via mock panels. This workstream is just getting underway.

### **Attachments**

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Academic Quality Action Plan Overview 29 October 2019

Full Academic Quality Action Plan Project Plan Updated 29 October 2019

Guide to Unitec Academic Committees (email)