



minutes

Te Poari Iho | Quality Alignment Board (TPI-QAB)

Thursday, 28 February, 2019

Schedule Start: 0900h

Schedule Finish: 1100h

Building 115-1008

MEETING OPENED: 0908h

Section 1 – Ngā Kupu Arataki | Preliminaries

Item 1.01 Opening Karakia

The Chair gave the floor to Vanessa Byrnes to deliver the opening karakia.

Item 1.02 Welcome from the Chair

The Chair delivered a welcome to the Committee Members.

Item 1.03 & 1.04

The Chair opened the floor for members to speak. No action items or motions were raised.

Item 1.05 Ngā Whakapāha | Attendance, Apologies & Quorate Status

Board Members (2018) Departed from Company

1. Emma Skellern
2. Murray Bain
3. Daniel Fuemana
4. Nilufar Baghaei
5. Gwen Erlam
6. Catherine Hughes
7. Martin Bassett
8. Christo Potgieter
9. Josephine Kinsella

Total members departed from company: __9__ members

Mema Poāri Tae Ā-Tinana | Board Members (2018) Present

1. Debra Robertson-Welsh (Chair)
2. Simon Nash
3. Teorongonui Josie Keelan
4. Falaniko Tominiko
5. Simon Tries
6. Rowena Fuluifaga / ~~Anna Wheeler~~ (Proxy for Annette Pitovao)
7. Annemarie Meijnen
8. Kerry Kirkland
9. Katie Bruffy
10. Dila Beisembayeva (Proxy for Christian Probst)
11. Vanessa Byrnes
12. Melanie Ooi
13. Sally Conway
14. Steve Varley
15. Maura Kempin
16. Andrea Thumath
17. Peter McPherson
18. Chris King

Total members present: __18__ members

Apologies

1. Dan Blanchon
2. Sue Palfreyman

Total apologies: __2__ members

MOTION:

That TPI-QAB note the apologies for the meeting.

Moved: Debra Robertson-Welsh

Seconded: Simon Tries

MOTION CARRIED

Absences

1. Aroha Lewin (Proxy for Dan Brady)
2. Craig Hilton

Total absences: __2__ members

Quorate Status

The meeting was determined as being quorate.

Hunga Mahi | Staff in Attendance

1. Trude Cameron
2. Rosemary Dewerse
3. Daniel Weinholz (Secretary)
4. Lee Baglow
5. Linda Aumua
6. Paul Jeurissen
7. Liz Rainsbury
8. Nick Sheppard

Item 1.06 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

The Chair opened the floor for members to speak. No items were raised.

MOTION:

That TPI-QAB approve the Meeting Minutes of 27 November, 2018.

Moved: Debra Robertson-Welsh

Seconded: Chris King

MOTION CARRIED

Item 1.07 Mahia Atu | Matters Arising

The Chair opened the floor for members to speak. No items were raised.

Item 1.08 Ngā Tautapu Arotake | Actions For Review

Part A Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status
2018-08-14	2019.QAB.Action-001 (QAB0818.03)	Degree Monitoring 1. AQAs to support the HoPPs/ALs with the monitoring process. 2. Monitor's reports and responses to be submitted to PAQC and QAB.	AQA team & HoPP / AL	--	CLOSED
2018-08-14	2019.QAB.Action-002 (QAB0818.05)	2017 PEPs 1. HoPPs to submit the outstanding five 2017 PEPs by the 31st of August. 2. PAQCs to track PEP action plans.	EAS / BCS HoPPs & PAQCs	2018-08-31	CLOSED
2018-08-14	2019.QAB.Action-003 (QAB0818.06) Linked to: 2019.QAB.Action-010	Programme Evaluation 2018 S1 1. HoPPs and ALs to complete the Semester 1, 2018 PEPs with the programme teams and submit to PAQC by 28 September and provide final narrative to QAB email address by 12 October. 2. TTK Quality Partners will liaise directly with the focus areas for EER to provide support and ensure PEPs are completed.	HoPPs / ALs & TTK	PAQC 2018-09-28 QAB 2018-10-12 TKK 2018-10-05	Item 4.02 CLOSED Item 4.02 CLOSED CLOSED
2018-09-11	2019.QAB.Action-004 (QAB0918.02)	Degree Monitor's Report and Responses TKK to work with the Business Programme Teams to refine the actions based on the feedback received from members.	TKK & Kerry Kirkland	2018-10-31	CLOSED
2018-09-11	2019.QAB.Action-005 (QAB0918.03)	Internal Evaluation Review (IER) and Cat 1 update The Chair to share the IER action plans and link to the self-assessment documentation with the members.	Chair	2018-09-19	CLOSED
2018-09-11	2019.QAB.Action-006 (QAB0918.05) Linked to: 2019.QAB.Standing-001	Industry Advisory Committees Registers Due from HoPPs due at the next meeting.	HoPPs	27 November	Item 4.03 CLOSED

2018-10-11	2019.QAB.Action-007 (QAB1018.01)	Accreditation Visits Board members to contact Steve Marshall with any changes to proposed dates and alignment to accreditation visits.	Steve Marshall	2018-10-12	CLOSED
2018-10-11	2019.QAB.Action-008 (QAB1018.02) Linked to: 2019.QAB.Standing-002	MM Template Feedback The Chair to discuss the Board's feedback on the MM template with Teorongonui Josie Keelan.	Chair	2019-02-28	CLOSED
2018-10-11	2019.QAB.Action-009 (QAB1018.03)	Benchmarking Academic Performance Proposal Simon Tries to review the Benchmarking Academic Performance Proposal and bring back to QAB in early 2019.	Simon Tries	Early 2019 Date TBC	In progress
2019-02-28	2019.QAB.Action-010	PEP for the NZ Certificate in Construction Related Trades – Main Contract Management Investigate the absence of this PEP. Report back at the next meeting	Lee Baglow	2019-03-28	In progress
2019-02-28	2019.QAB.Action-011	Degree Monitor Reports & Programme Academic Quality Committee (PAQC) Responses Discuss with Simon Tries the process of Action Plans regarding an Executive Summary, Appendices and RAG Report. Report back at the next meeting.	Debra Robertson-Welsh	2019-03-28	In progress
2019-02-28	2019.QAB.Action-012	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.	Debra Robertson-Welsh Annemarie Meijnen	TBC	In progress
2019-02-28	2019.QAB.Action-013	SAC Working Group Investigate certain aspects of assessment at Unitec, as specified in Item 4.06 of this meeting's Minutes, including the added 4 th section. Monthly verbal updates.	Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron Debra Robertson-Welsh	TBC	In progress
2019-02-28	2019.QAB.Action-014	2018 Self-Assessment Survey Resend the Survey to Committee members.	Debra Robertson-Welsh Daniel Weinholz	2019-03-28	In progress

Part B Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status	Date Removed
2019-02-28	2019.QAB.Standing-001	Industry Advisory Committees Registers Latest: Chair to consult with Heather Stonyer regarding tracker and register updates.	Chair	Ongoing	-
2019-02-28	2019.QAB.Standing-002	Priority Group Updates Members are to submit memos with bullet point updates to QAB@unitec.ac.nz for inclusion in the agenda, with opportunity for verbal reinforcement and discussion at the meeting. Groups are listed in order of proximity to <i>tangata whenua</i> and Aotearoa. <ol style="list-style-type: none"> 1. Māori 2. Under-25 3. Pasifika 4. International NOTE: Submissions are due 2 weeks before the next meeting date.	Committee Members	Ongoing	-

Part C Discussion Notes

The Chair opened the floor for discussion. No other items or motions were noted.

Section 2 – Whakaritenga O Tirohanga Whānui | Overview Reporting

Item 2.01 Mātauranga Māori (MM) (Verbal update)

Deferred from last meeting.

The Chair invited verbal updates from around the room. No additional action items or motions were raised.

MOTION:

That TPI-QAB receive the Mātauranga Māori (Verbal update).

Moved: Chris King

Seconded: Dila Beisembayeva

MOTION CARRIED

Item 2.02 Pasifika (Verbal update)

Deferred from last meeting.

The Chair invited verbal updates from around the room. No additional action items or motions were raised.

MOTION:

That TPI-QAB receive the Pasifika (Verbal update)

Moved: Tominiko Falaniko

Seconded: Chris King

MOTION CARRIED

Item 2.03 Degree Monitoring Status

Discussion noted that the Degree Monitoring Status spreadsheet was outdated.

MOTION:

That TPI-QAB receive the Degree Monitoring Status spreadsheet, though requiring updates.

Moved: Dila Beisembayeva

Seconded: Rowena Fuluifaga

MOTION CARRIED

Section 3 – He Ritenga Me Ngā Pārongo | Information Papers

Item 3.01 Programme Review Schedule 2019 – 2022

Discussion noted:

- MAP needs an update
- The addition of MROQ and Consistency Review schedules would be useful.

MOTION:

That TPI-QAB receive the Programme Review Schedule 2019 – 2022.

Moved: Kerry Kirkland

Seconded: Steve Varley

MOTION CARRIED

Section 4 – Whakawhiti Kōrero | Discussion Papers

Item 4.01 Degree Monitor Reports & Programme Academic Quality Committee (PAQC) Responses

Deferred from last meeting.

The Chair spoke, then opened the floor for members to speak. The following was noted:

- Tracking of progress and reporting needs improvement.
- An executive summary with a prioritized Red Amber Green (RAG) report and identification of themes would be useful. Action Item created (below).
- Te Korowai Kahurangi was commended for providing a useful overview.

Action Item Created: 2019.QAB.Action-011

Person Responsible: Debra Robertson-Welsh

MOTION:

That TPI-QAB receive the following Degree Monitor Reports and PAQC Responses.

Moved: Annemarie Meijnen

Seconded: Chris King (Corrected from Paul Jeurissen)

MOTION CARRIED

Item 4.01.1 Bachelor of Business & Graduate Diploma in Business

No action items or motions were raised.

Item 4.01.2 Bachelor of Performing & Screen Arts

No action items or motions were raised.

Item 4.01.3 Bachelor of Creative Enterprise

No action items or motions were raised.

Item 4.01.4 Master of Creative Practice & Master of Design

No action items or motions were raised.

Item 4.01.5 Other Degree Monitor Reports

No action items or motions were raised.

Item 4.01.6 Other PAQC Responses

No action items or motions were raised.

Item 4.02 2018 Semester 1 Programme Evaluation & Planning (PEP)

Deferred from last meeting.

The Chair noted the existence of an outstanding PEP for the NZ Certificate in Construction Related Trades – Main Contract Management. Lee Baglow took responsibility to investigate and report back at the next meeting.

Action Item Created: 2019.QAB.Action-010

Person Responsible: Lee Baglow

The Chair pulled forward Item 4.07 for presentation by Rosemary Dewerse.

Item 4.07 TKK Analysis of the 2018 Degree Monitor Reports

The Chair invited Rosemary Dewerse to speak, then opened the floor for members to speak. No additional action items or motions were raised. Rosemary Dewerse was requested to resend the revised Analysis to the QAB@unitec.ac.nz email inbox.

MOTION:**That Te Poari Iho | Quality Alignment Board:**

1. receive the report on the process and outcomes arising from Degree Monitoring in 2018.
2. confirm the recommendations and ensure they are communicated to and followed up with the appropriate bodies within Unitec.

Moved: Dila Beisembayeva

Seconded: Chris King (Corrected from Paul Jeurissen)

MOTION CARRIED

The Chair returned proceedings to Item 4.02.1.

Item 4.02.1 Evaluation of Interim PEP

Discussion raised no additional action items or motions. The Chair decided to split the original Recommendation into three motions, due to its size.

MOTION 1:

That Te Poari Iho | the Quality Alignment Board:

- 1. receive the report on the process and outcomes from the 2018 interim Programme Evaluation and Planning cycle.**

Moved: Annemarie Meijnen
Seconded: Steve Varley

MOTION CARRIED

MOTION 2:

That Te Poari Iho | the Quality Alignment Board:

- 2. confirm the final date for the submission of the final 2018 Programme Evaluation and Planning reports as 18 April 2019, noting that:**
 - 2a. the report (PEP) on the evaluation must be received and approved by the relevant Programme Academic Quality Committee;**
 - 2b. the report must be signed off by the Head of School.**

Moved: Dila Beisembayeva
Seconded: Maura Kempin

MOTION CARRIED

MOTION 3:

That Te Poari Iho | the Quality Alignment Board:

- 3. note that Te Korowai Kahurangi will:**
 - 3a. review the PEP template for ease of use considering feedback received to-date and any feedback from the Quality Alignment Board;**
 - 3b. seek feedback on the type of support programme teams would like and design the process for this;**
 - 3c. confirm the list of programmes for which a final 2018 PEP report is required;**
 - 3d. communicate the revised process, template and programme list to Pathways by 14th December**

Moved: Annemarie Meijnen
Seconded: Peter McPherson

MOTION CARRIED

Item 4.03 Industry Advisory Committees

Deferred from last meeting.

Discussion noted that the tracker is outdated. No additional action items or motions were raised.

MOTION:

That TPI-QAB receive the Industry Advisory Committees Meeting Tracker and Membership, though requiring updates.

Moved: Peter McPherson

Seconded: Dila Beisembayeva

MOTION CARRIED

Item 4.04 TPI-QAB Work Plan (2018)

Deferred from last meeting.

Debra Robertson-Welsh and Annemarie Meijnen agreed to an Action Item to draft a Work Plan for 2019 and present it to TPI-QAB at the next meeting for approval, after which it will go to Poari Mātauranga | Academic Board for higher approval.

Action Item Created: 2019.QAB.Action-012

Person Responsible: Debra Robertson-Welsh; Annemarie Meijnen

MOTION:

That TPI-QAB approve the TPI-QAB Work Plan (2018).

Moved: Chris King

Seconded: Maura Kempin

MOTION CARRIED

Item 4.05 External Evaluation Report (EER) (Verbal update)

Debra Robertson-Welsh delivered a verbal update. Discussion was had. No additional action items or motions were raised.

MOTION:

That TPI-QAB receive the External Evaluation Report (EER) (Verbal update)

Moved: Rowena Fuluifaga

Seconded: Maura Kempin

MOTION CARRIED

Item 4.06 **Assessment Working Party**

The Chair invited Trude Cameron to speak, then opened the floor for discussion. It was agreed that a Working Group would be established to undertake the following motion. The Working Group consists of:

- Dila Beisembayeva
- Rowena Fuluifaga
- Sue Palfreyman
- Trude Cameron
- Debra Robertson-Welsh

The motion was also amended to include a 4th section, as below.

The SAC Working Group has an Action Item.

Action Item Created:	2019.QAB.Action-013
Person Responsible:	SAC Working Group

MOTION:

That Te Poari Iho | Quality Alignment Board approve the establishment of a working party to review these aspects of assessment at Unitec;

- 1) Special Assessment Circumstance (SAC)**
 - a. Definitions**
 - b. Determination of validity of the grounds for application**
 - c. Total number of SAC applications that a student can submit**
- 2) Institutional guidance/requirements for Resits / Resubmissions**
- 3) Alignment of PeopleSoft and Gradebook grading levels**
- 4) Development of an online version of the SAC form**

Moved: Dila Beisembayeva
Seconded: Rowena Fuluifaga

MOTION CARRIED

Item 4.07 pulled forward by the Chair.
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Item 4.08 postponed by the Chair.

Item 4.09 Moderation Report of NZQA Unit Standards 2018

The floor was opened to discussion; no additional action items or motions were raised.

MOTION:

That TPI-QAB accept this report as a matter of record and note that the NZQA compliance and monitoring for courses delivering NZQA Unit Standards for 2018 has been satisfied.

Moved: Dila Beisembayeva

Seconded: Annemarie Meijnen

MOTION CARRIED

Section 5 – Ngā Rōpū Tuarua Pūrongo | Subcommittee Reports & Minutes**Item 5.01 TPI-QAB Subcommittee Minutes**

The floor was opened to discussion; no additional action items or motions were raised.

MOTION:

That Te Poari Iho | Quality Alignment Board receive the following Subcommittee Minutes, which are located at:

[H:\2. Academic Development\E-Academic Library\2.0 Committees\PROGRAMME ACADEMIC QUALITY COMMITTEES\2018 Pathway Sub-Committee](#)

Moved: Dila Beisembayeva

Seconded: Katie Bruffy

MOTION CARRIED

Section 6 – Ētahi Kaupapa Anō | Other Business**Item 6.01 2019 Meeting Dates**

The Chair drew the Committee's attention to the confirmed 2019 Meeting Dates. No additional action items or motions were raised.

Item 6.02 2018 Self-Assessment Survey (Verbal update)

Discussion concluded that the Survey should be resent to Committee members. Debra Robertson-Welsh and Daniel Weinholz are to undertake this action.

Action Item Created: 2019.QAB.Action-014

Person Responsible: Debra Robertson-Welsh; Daniel Weinholz

The Chair returned proceedings to Item 4.08.

Item 4.08 Student Performance Interim Report (2018)

The Chair invited Simon Tries to speak, then opened the floor for members to speak. No additional action items or motions were raised. Discussion included the following.

- Gender Balance data is missing.
- More data on progression from diploma to degree levels and from undergraduate to postgraduate could be useful.
- The SPIR happens thrice yearly. The Work Plan could be reviewed after each SPIR with subsequent actions.
- Te Korowai Kahurangi was commended for its work on the SPIR.

MOTION:

That Te Poari Iho | Quality Alignment Board provide feedback on the measures used to gauge student performance and the manner in which these are presented.

Moved: Falaniko Tominiko

Seconded: Chris King

MOTION CARRIED

The Chair continued proceedings from Item 6.03.

Item 6.03 Details of Next Meeting

The Chair announced the details of the next meeting.

Time: 9:00am – 11:00am, Thursday, 28 March, 2019

Location: Building 180-2043

Chair: TBC

Submissions by: COB Thursday, 14 March, 2019

Item 6.04 Closing Karakia

Vanessa Byrnes delivered the closing karakia.

MEETING CLOSED: 1100h

READ & CONFIRMED

Chair:

Date: ____ / ____ / ____