



# minutes

## TE POARI IHO | QUALITY ALIGNMENT BOARD

Date:	Thursday, 28 March, 2019
Scheduled Start:	0900h
Scheduled End:	1100h
Location:	<b>Building 180-2043</b>

**MEETING OPENED:** 0900h

### SECTION 1      NGĀ KUPU ARATAKI | PRELIMINARIES

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#### **Item 1.01      Opening Karakia**

Manawa mai te mauri nuku  
 Manawa mai te mauri rangi  
 Ko te mauri kai au  
 he mauri tipua  
 Ka pakaru mai te pō  
 Tau mai te mauri  
 Haumi e, hui e, taiki e!

#### **Item 1.02      Welcome from the Chair**

The Chair welcomed the Committee Members, especially the new ones. The approval by the Crown Commissioner of the following revised documentation was announced, noting their impact on the committee present.

- Academic Statute
- Terms of Reference for Poari Mātauranga | Academic Board

#### **Item 1.03      Terms of Reference (2019)**

Noted.

**Item 1.04      Membership Structure (2019)**

Noted.

**SECTION 2              STANDING ITEMS**

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**Item 2.01      Ngā Whakapāha | Attendance, Apologies & Quorate Status****Mema Poāri Tae Ā-Tinana | Board Members (2019) Present**

1.      Debra Robertson-Welsh (Chair)
2.      Simon Nash – Departed 0940h; Returned 1035h
3.      Toni Rewiri
4.      Tracy Chapman
5.      Trude Cameron
6.      Aroha Lewin
7.      Andrea Thumath
8.      Rowena Fuluifaga – Departed 1000h
9.      Simon Tries
10.     Liz Rainsbury
11.     Annemarie Meijnen
12.     Melanie Ooi
13.     Lydia Kiroff
14.     Nikki Makamba
15.     Arun Deo – Arrived 0940h
16.     Falaniko Tominiko – Arrived 0950h

Total members present:      16 member/s

Key:    \* = No response; \*\* = Tentative

**Apologies**

1.      Cris de Groot
2.      Sue Emerson

Total apologies:                      2 member/s

**MOTION**

**That the Committee accept the apologies for the meeting.**

Moved:              Simon Nash  
Seconded:          Tracy Chapman

**MOTION CARRIED**

## Absences

1. Dila Beisembayeva
2. Simon Goodlud

Total absences: 2 member/s

## Quorate Status

The meeting was determined as being quorate.

## Hunga Mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)

## Item 2.02 Mahia Atu | Matters Arising

### 2.02.1 Post-Correction to Proceedings of Previous Meeting

Some motions from the last meeting were incorrectly moved.

#### MOTION

**That the Committee approve the replacement of Paul Jeurissen by Chris King for any motions moved or seconded by Paul Jeurissen at the Committee meeting of 28 February, 2019.**

Moved: Annemarie Meijnen

Seconded: Simon Nash

**MOTION CARRIED**

## Item 2.03 Pitopito Kōrero o Ngā Hui | Minutes of Previous Meeting

Noted.

#### MOTION

**That the Committee approve the Meeting Minutes of 28 February, 2019.**

Moved: Andrea Thumath

Seconded: Rowena Fuluifaga

**MOTION CARRIED**

## Item 2.04 Ngā Tautapu Arotake | Actions For Review

### Part A Finite Action Items

Date Created	Item Identifier	Description	Responsibility	Target Delivery Date	Status
2018-10-11	2019.QAB.Action-009 (QAB1018.03)	<b>Benchmarking Academic Performance Proposal</b> Simon Tries to review the Benchmarking Academic Performance Proposal and bring back to QAB in early 2019.	Simon Tries	"Early 2019"	In progress
2019-02-28	2019.QAB.Action-010	<b>PEP for the NZ Certificate in Construction Related Trades – Main Contract Supervision</b> Investigate the absence of this PEP. Report back at the next meeting	Lydia Kiroff	2019-05-02	In progress
2019-02-28	2019.QAB.Action-011	<b>Degree Monitor Reports &amp; Programme Academic Quality Committee (PAQC) Responses</b> Discuss with Simon Tries the process of Action Plans regarding an Executive Summary, Appendices and RAG Report.	Debra Robertson-Welsh	2019-03-28	Complete
2019-02-28	2019.QAB.Action-012	<b>Work Plan 2019</b> 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	2019-05-02	In progress Item 5.02
2019-02-28	2019.QAB.Action-013	<b>SAC Working Group</b> Investigate certain aspects of assessment at Unitec, as specified in Item 4.06 of this meeting's Minutes, including the added 4 <sup>th</sup> section. Monthly verbal updates. QAB Members to email questions and contributions to Trude Cameron. Memo to be submitted when investigations conclude.	Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman Trude Cameron Debra Robertson-Welsh	2019-05-02	In progress
2019-02-28	2019.QAB.Action-014	<b>2018 Self-Assessment Survey</b> Resend the Survey to Committee members.	Debra Robertson-Welsh Daniel Weinholz	2019-03-28	Complete Item 5.04
2019-03-28	2019.QAB.Action-015	<b>Priority Group Strategies and Progress Reporting</b> Invite the Tumu, i.e. Glenn McKay, to submit and present a paper to the Committee on the implementation of Priority Group Strategies and Progress Reporting.	Debra Robertson-Welsh	2019-05-02	-

2019-03-28	2019.QAB.Action-016	<b>Identification of Priority Group Students</b> Te Korowai Kahurangi shall provide an update on how Academics can extract information which identifies students in the various Priority Groups.	Simon Tries	TBC	-
2019-03-28	2019.QAB.Action-016	<b>Nomination of Programme Managers</b> To produce and submit a recommendation to Poari Mātauranga   Academic Board, as per the Motion Carried in Item 5.03 of these Minutes. Next meeting: Verbal report	Debra Robertson-Welsh	2019-02-05	-

## Part B Standing Action Items

Date Added	Item Identifier	Description	Responsibility	Status	Date Removed
2019-02-28	2019.QAB.Standing-001	<b>Industry Advisory Committees Registers</b> Chair working with Heather Stonyer regarding tracker and register updates.	Debra Robertson-Welsh	Ongoing	-
2019-02-28	2019.QAB.Standing-002	<b>Priority Group &amp; PAQC Reporting System Development</b> Respective Directors and Chairs shall submit memo reports with bullet point updates to <a href="mailto:QAB@unitec.ac.nz">QAB@unitec.ac.nz</a> for inclusion in the agenda.	Debra Robertson-Welsh Simon Nash Priority Group Directors	Ongoing	-

## Part C Discussion Notes

### 2019.QAB.Standing-002 Priority Group & PAQC Reporting System Development

Directors shall report against:

- Success Strategies
- Outcomes

Each meeting shall provide Directors with opportunity for verbal addition and discussion. TPI-QAB Committee Support shall set up a Reminder System through Outlook for Directors. After development of a template, Directors shall use it first, then PAQC Chairs shall take it up. Customisations may be undertaken to meet the possible different needs of Directors and Chairs.

Chairs, working together with the AQAs, shall report against:

1. Items To Receive – Quality milestone achievement
2. Items To Approve (if any)
3. Items To Discuss (if any)
4. Reference and hyperlink to any new PAQC Minutes

A similar Reporting System is under development with the Chair of Poari Mātauranga | Academic Board, Simon Nash. The aim is to have consistent, efficient and effective of Reporting for TPI-QAB and PM-AB, and then extend the scope to all Unitec Academic Governance Committees.

Discussion recognized that the development of this system rationalizes the removal / amendment of the following agenda items:

- Item 3.01 Priority Group Updates
- Item 3.02 Subcommittee Minutes
- Item 3.03 Subcommittee Chair Reports

Directors and Chairs shall submit reports to: [QAB@unitec.ac.nz](mailto:QAB@unitec.ac.nz)

**Action Item Created:** 2019.QAB.Action-015

**Person Responsible:** Debra Robertson-Welsh

**Details:**

For next meeting, invite the Tumu, i.e. Glenn McKay to present and submit a paper on the implementation of Priority Group Strategies and Progress Reporting.

**Action Item Created:** 2019.QAB.Action-016

**Person Responsible:** Simon Tries, Manager of TKK

**Details:**

Te Korowai Kahurangi shall provide an update on how Academics can extract information which identifies students in the various Priority Groups.

## SECTION 3                      ITEMS TO RECEIVE

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### **Item 3.01      Priority Group Updates**

Refer to:            Item 2.04 > Part C > **2019.QAB.Standing-002**

### **Item 3.02      Ngā Rōpū Tuarua Pūrongo | Subcommittee Minutes**

Refer to:            Item 2.04 > Part C > **2019.QAB.Standing-002**

#### **MOTION**

**That the Committee receive any Subcommittee Minutes, which are located at:**

<H:\2. Academic Development\E-Academic Library\2.0 Committees\Programme Academic Quality Committees\2019 Committees>

Moved:            Falaniko Tominiko  
Seconded:        Annemarie Meijnen

**MOTION CARRIED**

### **Item 3.03      Subcommittee Chair Reports**

Refer to:            Item 2.04 > Part C > **2019.QAB.Standing-002**

### **Item 3.04      Industry Advisory Committees**

The Chair reported on the work currently being undertaken on the tracker of Industry Advisory Committees. Discussions contributed to members more clearly understanding the purpose and actions of Industry Advisory Committees. No action items arose.

### **Item 3.05      Degree Monitoring Status**

Presenter:        Simon Tries

Te Korowai Kahurangi received commendation for their useful work in this area.

#### **MOTION**

**That the Committee receive the Degree Monitoring Status verbal update.**

Moved:            Toni Rewiri  
Seconded:        Tracy Chapman

**MOTION CARRIED**

## SECTION 4                      ITEMS TO APPROVE

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### **Item 4.01            External Moderator Reports**

The Chair opened the floor for any comments or reflections on the item. Discussion agreed that this item no longer needs to be presented to the Committee, and therefore the recommendation was declined. The content of these report shall be monitored via the Action Plans of the various Programme Academic Quality Committees. This item shall not appear as a regular item in future agendas.

### **Item 4.02            Inconsistency in Achievement Grading Systems**

Presenter:     Trude Cameron

#### **MOTION**

**That the Committee endorse the alignment of Grade Ranges for the Achievement based four-point (ABA) system with the Achievement based 11-point (DEG) system and requests that Academic Board approve these changes, and instruct IMS to carry out the necessary changes, to be effective from Semester 1, 2019, as outlined in Table 3 below (of the paper).**

Moved:            Simon Tries  
Seconded:        Melanie Ooi

**MOTION CARRIED**

## SECTION 5                      WHAKAWHITI KŌRERO | ITEMS TO DISCUSS

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### **Item 5.01            Student Performance Interim Report 2018 – Dashboard**

Presenter:     Simon Tries

Discussion noted:

- One factor behind the dropped Student Success rates could be the difficulty encountered last year in the Withdraw processing of students, and how that impacts the statistics. This matter concerns the administrative functions / support services of Unitec, and may need further investigation.

### **Item 5.02            Committee Work Plan 2019**

(Item deferred to the next meeting.)



### **Item 5.03      Nominations for Poari Mātauranga | Academic Board**

The Chair introduced the rationale behind the nominations. Discussion agreed that the original recommendation be declined, and that the following recommendation to Poari Mātauranga | Academic Board be made instead.

#### **MOTION**

That the Chair of the Committee submit a recommendation to Poari Mātauranga | Academic Board, as follows.

That, until Programme Managers have been formally appointed, Poari Mātauranga | Academic Board undertake interim actions for this matter, specifically being:

1. To postpone this nomination and appointment.
2. To select and co-opt members to fulfil these roles temporarily.

Moved:            Falaniko Tominiko  
Seconded:       Liz Rainsbury

**MOTION CARRIED**

**Action Item Created:**        2019.QAB.Action-017  
**Person Responsible:**        Debra Robertson-Welsh  
**Details:**

To produce and submit a recommendation to Poari Mātauranga | Academic Board, as per the Motion Carried in Item 5.03 of these Minutes.

### **Item 5.04      Committee Self-Assessment 2018**

(Item deferred to the next meeting.)

### **Item 5.05      Purpose & Expectations**

Presenter:        Simon Tries

Discussion involved matters raised in other items, and were noted as follows.

Refer to:            Item 2.04 > Part C > **2019.QAB.Standing-002**

### **Item 5.06      Proposed E-meetings**

The Chair led a discussion of possible ways the Committee could complete business items outside of scheduled meetings. Discussion agreed on the following points / actions.

- E-meetings – These should not be needed if timelines for agenda submissions and compilation are respected, and all members fulfil their responsibility to read the agenda thoroughly before the meeting.
- Standing Committee – Urgent items are not anticipated.

**NOTE:** The time and location may change to accommodate the timetable of Heads of Schools, subject to space availability on campus.

Ka wehe atu tātou  
I raro i te rangimārie,  
te harikoa, me te manawanui  
Haumi ē! Hui ē! Taiki ē!

**MEETING CLOSED:** 1109h

**READ & CONFIRMED**

Chair: ..... Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_