

PAQC Work Plan Model Timeline

Abbreviations used in this document:

<i>AAC</i>	<i>Academic Approvals Committee (a sub-committee of Academic Board which reviews all applications for development of new programmes and changes for existing programmes)</i>
<i>AB</i>	<i>Academic Board)The Committee to which the QAB reports)</i>
<i>APC</i>	<i>Affected Performance Consideration</i>
<i>AQAP</i>	<i>Academic Quality Action Plan (our response to the EER report)</i>
<i>CEP</i>	<i>Course Evaluation and Planning Report (completed by teachers for each course, this is the primary self-evaluation tool for courses)</i>
<i>EPI</i>	<i>Educational Performance Indicators (These include course completion, retention, and qualification completion rates)</i>
<i>GAC</i>	<i>Rōpū Whakaaetanga Aromatawai Grade Approval Subcommittee</i>
<i>IAC</i>	<i>Industry Advisory Committee</i>
<i>MOU</i>	<i>Memorandum of Understanding (used for agreements with other organisations)</i>
<i>NZQA</i>	<i>The New Zealand Qualifications Authority (The governing body for all of our qualifications)</i>
<i>PAQC</i>	<i>Te Komiti o ngā Hōtaka Programme Academic Quality Committee</i>
<i>PDG</i>	<i>Rōpū Hōtaka Whakawhanake Programme Development Group</i>
<i>PEP</i>	<i>Programme Evaluation and Planning Report (completed twice a year, this is the primary self-evaluation tool for whole programmes)</i>
<i>QAB</i>	<i>Quality Alignment Board (The Committee to which the PAQC reports)</i>
<i>TOR</i>	<i>Terms of Reference</i>

PAQC Work Plan Model Timeline

January/February

Approvals	<ul style="list-style-type: none"> • PAQC <ul style="list-style-type: none"> – Yearly work-plan, including AQAP related targets – Membership information • Delegated Authority <ul style="list-style-type: none"> – Sub-Committees/Working Groups Convener & Membership, TOR & extent of authority – Confirm delegated authority to approve enrolments – Delegated authority to individuals • Ratification of Grades (may be delegated to GAC) <ul style="list-style-type: none"> – Resolution of previous deferred grades • Exclusions from program/course <ul style="list-style-type: none"> – 3rd time enrolments • Student Issues <ul style="list-style-type: none"> – Consideration and resolution of escalated issues • Completions (may be delegated) <ul style="list-style-type: none"> – Graduation confirmation – Student excellence (Senior Scholar Award, etc.) – Requests for correction of errors • Enrolments & Admissions (may be delegated) <ul style="list-style-type: none"> – Cross credit/ Assessment of Prior Learning • Modified Program Study • Moderation <ul style="list-style-type: none"> – Update annual Moderation Plan – MOU/Contracts in place for External Moderation • Industry Engagement <ul style="list-style-type: none"> – IAC (Industry Advisory Committee) schedule – Engagement outcomes plan
Analysing Trends & Reporting	<ul style="list-style-type: none"> • Student Progress (may be evaluated by wider group) <ul style="list-style-type: none"> – 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) <ul style="list-style-type: none"> – Themes & action plans (reported to QAB) • Appeals <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Grades <ul style="list-style-type: none"> – Timeline compliance – No grades, Deferred grades, Change of grades
Tracking Progress	<ul style="list-style-type: none"> • Class Set-up (Incl. correct start and end dates) <ul style="list-style-type: none"> – Timetable teaching hours are correct • Course Descriptors/ My Course Details <ul style="list-style-type: none"> – Approved programme improvements finalised and documented – Gradebook set-up • Moderation for coming semester <ul style="list-style-type: none"> – Pre-moderation compliance and process – Internal moderators assigned and suitably trained

	<ul style="list-style-type: none"> – Assessment Schedule complete • Student Information <ul style="list-style-type: none"> – Student facing information deployed (Incl. Moodle Pages) – Handbook updated • Course Evaluation & Planning (CEP) <ul style="list-style-type: none"> – Started and on track for coming semester – Completed for previous semester
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March/April/May/June (distributed as required)

Approvals	<ul style="list-style-type: none"> • Student Issues <ul style="list-style-type: none"> – Consideration and resolution of escalated issues • Degree Monitoring <ul style="list-style-type: none"> – Response to report approved by PAQC Response submitted to QAB • Program Development (Scheduled to conform with NZQA timelines) (preparation may be delegated) <ul style="list-style-type: none"> – Approve Type 2 major changes to Programmes Submit to Academic Approvals Committee (AAC) for approval – Approve New Programme Developments Submit to AAC for approval
Analysing Trends & Reporting	<ul style="list-style-type: none"> • Student Progress (may be evaluated by wider group) <ul style="list-style-type: none"> – Priority Groups in individual assessment – Early assessment outcomes • Affected Performance Considerations (APC) <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Resubmissions/Reassessment <ul style="list-style-type: none"> – Volume by course • Complaints <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Industry Advisory Committee <ul style="list-style-type: none"> – Receive and discuss outcomes • Moderation <ul style="list-style-type: none"> – Review outcomes of External Moderation
Tracking Progress	<ul style="list-style-type: none"> • Student Progress (may be evaluated by wider group) <ul style="list-style-type: none"> – Priority Groups in individual assessment – Early assessment outcomes • Affected Performance Considerations (APC) <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Resubmissions/Reassessment <ul style="list-style-type: none"> – Volume by course • Complaints <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Degree Monitoring <ul style="list-style-type: none"> – Preparation Monitor Visit Report received – Monitor progress against previous improvement plan • Improvement & Action Plans <ul style="list-style-type: none"> – Monitor progress against plans • Industry Advisory Committee <ul style="list-style-type: none"> – Receive and discuss outcomes

Approvals	<ul style="list-style-type: none"> • Completions (may be delegated) <ul style="list-style-type: none"> – Graduation confirmation – Student excellence (Senior Scholar Award, etc.) – Requests for correction of errors • Student Issues <ul style="list-style-type: none"> – Consideration and resolution of escalated issues • Ratification of Grades (may be delegated) <ul style="list-style-type: none"> – Approve deferred grades and set completion dates – Resolution of previous deferred grades • Exclusions from program/course <ul style="list-style-type: none"> – 3rd time enrolments • Enrolments & Admissions <ul style="list-style-type: none"> – Cross credit/ Assessment of Prior Learning (may be delegated) – Modified Program Study • Moderation <ul style="list-style-type: none"> – Update annual Moderation Plan
Analysing Trends & Reporting	<ul style="list-style-type: none"> • Student Progress (may be evaluated by wider group) <ul style="list-style-type: none"> – Course success and retention rates – EPI/ Priority Groups at whole course level – Discretionary & Special Admissions • External Moderation (Themes only) • Students at Risk (may be evaluated by wider group) • Student evaluation of courses (may be evaluated by wider group) <ul style="list-style-type: none"> – Themes & action plans (reported to QAB) • Appeals <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Grades <ul style="list-style-type: none"> – Timeline compliance – No grades, Deferred grades, Change of grades
Tracking Progress	<ul style="list-style-type: none"> • Class Set-up (Incl. correct start and end dates) <ul style="list-style-type: none"> – Timetable teaching hours are correct • Course Descriptors/ My Course Details <ul style="list-style-type: none"> – Approved programme improvements finalised and documented – Gradebook set-up • Moderation for coming semester <ul style="list-style-type: none"> – Pre-moderation compliance and process – Internal moderators assigned and suitably trained – Assessment Schedules complete • Moderation for previous semester <ul style="list-style-type: none"> – Post-moderation complete – External moderation deployed • Student Information <ul style="list-style-type: none"> – Student facing information deployed (Incl. Moodle Pages) – Handbook updated • Course Evaluation & Planning (CEP) <ul style="list-style-type: none"> – started and on track for coming semester – completed for previous semester

	<ul style="list-style-type: none"> • <i>Grades (Compliance & Process)</i> <ul style="list-style-type: none"> – <i>Assessment copies retained according to policy</i> • <i>Completions (Compliance & Process)</i> <ul style="list-style-type: none"> – <i>Completion errors</i> • <i>Suspensions Postgraduate and Research programs</i>
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August/September/October/November (distributed as required)

<i>Approvals</i>	<ul style="list-style-type: none"> • <i>Student Issues</i> <ul style="list-style-type: none"> – <i>Consideration and resolution of escalated issues</i> • <i>Degree Monitoring</i> <ul style="list-style-type: none"> – <i>Response to report approved by PAQC Response submitted to QAB</i> • <i>Programme Evaluation & Planning Report (PEP) (preparation may be delegated)</i> • <i>Program Development (Scheduled to conform with NZQA timelines) (preparation may be delegated)</i> <ul style="list-style-type: none"> – <i>Approve Type 2 major changes to Programmes Submit to Academic Approvals Committee for approval</i> – <i>Approve New Programme Developments Submit to Academic Approvals Committee for approval</i>
<i>Analysing Trends & Reporting</i>	<ul style="list-style-type: none"> • <i>Student Progress (may be evaluated by wider group)</i> <ul style="list-style-type: none"> – <i>Priority Groups in individual assessment</i> – <i>Early assessment outcomes</i> • <i>Affected Performance Considerations (APC)</i> <ul style="list-style-type: none"> – <i>Volume by course, Themes, No. approved or declined</i> • <i>Resubmissions/Reassessment</i> <ul style="list-style-type: none"> – <i>Volume by course</i> • <i>Complaints</i> <ul style="list-style-type: none"> – <i>Volume by course, Themes, No. approved or declined</i> • <i>Industry Advisory Committee</i> <ul style="list-style-type: none"> – <i>Receive and discuss outcomes</i> • <i>Moderation</i> <ul style="list-style-type: none"> – <i>Review outcomes of External Moderation</i> • <i>Enrolments & Admissions</i> <ul style="list-style-type: none"> – <i>Study Plan updated and accurate</i>
<i>Tracking Progress</i>	<ul style="list-style-type: none"> • <i>Student Progress (may be evaluated by wider group)</i> <ul style="list-style-type: none"> – <i>Priority Groups in individual assessment</i> – <i>Early assessment outcomes</i> • <i>Affected Performance Considerations (APC)</i> <ul style="list-style-type: none"> – <i>Volume by course, Themes, No. approved or declined</i> • <i>Resubmissions/Reassessment</i> <ul style="list-style-type: none"> – <i>Volume by course</i> • <i>Complaints</i> <ul style="list-style-type: none"> – <i>Volume by course, Themes, No. approved or declined</i> • <i>Degree Monitoring</i> <ul style="list-style-type: none"> – <i>Preparation Monitor Visit Report received</i> – <i>Monitor progress against previous improvement plan</i> • <i>Improvement & Action Plans</i> <ul style="list-style-type: none"> – <i>Monitor progress against plans</i> • <i>Industry Advisory Committee</i>

	– Receive and discuss outcomes
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November/December

Approvals	<ul style="list-style-type: none"> • Completions (may be delegated) <ul style="list-style-type: none"> – Graduation confirmation – Student excellence (Senior Scholar Award, etc.) – Requests for correction of errors • Student Issues <ul style="list-style-type: none"> – Consideration and resolution of escalated issues • Ratification of Grades (may be delegated) <ul style="list-style-type: none"> – Approve deferred grades and set completion dates – Resolution of previous deferred grades • Exclusions from program/course <ul style="list-style-type: none"> – 3rd time enrolments • Enrolments & Admissions <ul style="list-style-type: none"> – Cross credit/ Assessment of Prior Learning (may be delegated) – Modified Program Study • Program Development (preparation may be delegated) <ul style="list-style-type: none"> – Review Program Regs – Review Unit Standard Versions for next delivery cycle – Review Contracted Delivery • Contracted/Subcontracted Delivery <ul style="list-style-type: none"> – Contract negotiation for following year
Analysing Trends & Reporting	<ul style="list-style-type: none"> • Student Progress (may be evaluated by wider group) <ul style="list-style-type: none"> – Course success and retention rates – EPI/ Priority Groups at whole course level • External Moderation (Themes only) • Students at Risk (may be evaluated by wider group) • Student evaluation of courses (may be evaluated by wider group) <ul style="list-style-type: none"> – Themes & action plans (reported to QAB) • Appeals <ul style="list-style-type: none"> – Volume by course, Themes, No. approved or declined • Grades <ul style="list-style-type: none"> – Timeline compliance – No grades, Deferred grades, Change of grades
Tracking Progress	<ul style="list-style-type: none"> • Moderation for previous semester <ul style="list-style-type: none"> – Post-moderation complete – External moderation deployed • Course Evaluation & Planning (CEP) <ul style="list-style-type: none"> – completed for previous semester • Grades (Compliance & Process) <ul style="list-style-type: none"> – Assessment copies retained according to policy • Completions (Compliance & Process) <ul style="list-style-type: none"> – Completion errors • Suspensions Postgraduate and Research programs