



Programme Change Process – Rōpū Hōtaka Whakawhanake | Programme Development Group

Who	Process	Action	Timeframe
<p>Programme Academic Quality Committee</p> <p>Administrator, Academic Quality</p>	 <p>Set-up and Preparation</p>	<p>Programme Academic Quality Committee will:</p> <ul style="list-style-type: none"> Formally establish a Rōpū Hōtaka Whakawhanake Programme Development Group (PDG) to consider all programme changes and to make recommendations to Te Komiti o ngā Hōtaka Programme Academic Quality Committee (PAQC) Appoint a 'Convener' for PDG (annually) Confirm membership of PDG (annually) <p>Administrator, Academic Quality (AAQ) will:</p> <ul style="list-style-type: none"> Set up dates for PDG in collaboration with the Convener Communicate meeting dates to members 	<p>Jan/Feb each year</p> <p>To align with institutional deadlines</p>
Academic Staff		<p>Academic Staff will:</p> <ul style="list-style-type: none"> Identify any course changes based on evidence from the Course Evaluation & Planning Report (CEP) and other sources including: <ul style="list-style-type: none"> Course performance data, feedback from Moderation, Student Feedback, Stakeholder Engagement Teacher Research activity, Self and Peer evaluation Feedback that relates directly to the course from Degree Monitoring, Sub-Degree Consistency review, Programme review, Stakeholder Advisory groups, Institution surveys, etc. Identify the type of change Consult with Te Puna Ako (TPA) on the content and quality of the proposed changes Consider impact of change on other courses and whole programme Consider impact on resources for delivering the course Prepare change request and marked-up course descriptor Forward proposal to AAQ for the next PDG meeting 	<p>Regular evaluation activities</p> <p>To meet institutional deadlines</p>
Academic Programme Managers	<p>Identify changes and gather evidence from stakeholders.</p> <p>Prepare change request including required document</p>	<p>Academic Programme Managers will:</p> <ul style="list-style-type: none"> Identify any programme changes based on evidence from the Programme Evaluation & Planning Report (PEP) and other sources including: <ul style="list-style-type: none"> Educational performance data, feedback from Moderation, Student Feedback and Evaluation, Stakeholder Engagement Teacher Research activity, Self and Peer evaluation Feedback from Degree Monitoring, Sub-Degree Consistency review, Programme review, Stakeholder Advisory groups, Institution surveys, etc. Regularly review programme regulations for currency and purpose and propose any required changes Consult with Te Korowai Kahurangi (TKK) on the significance of the proposed changes and the appropriate process to follow Consider impact of change on other courses and whole programme Consider impact on resources for delivering the course Prepare change request and marked-up documentation Forward to AAQ for the next PDG meeting 	<p>Regular evaluation activities</p> <p>To meet institutional deadlines</p>

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Administrator, Academic Quality		<p>Administrator, Academic Quality will:</p> <ul style="list-style-type: none"> ▪ Receive individual proposals from Academic Staff ▪ Confirm the type of change (in consultation with Policy /TKK) ▪ Complete pre-check on change request in collaboration with Convener ▪ Collate change requests into a draft consolidated change application ▪ Prepare agenda for PDG meeting ▪ Communicate with members to prepare for meeting ▪ Attend the meeting and take notes of discussion 	To align with institutional deadlines
Committee Members	 <p>Programme Development Group Meeting</p>	<p>Programme Development Group will:</p> <ul style="list-style-type: none"> ▪ Peer review proposed development and improvement applications against approval criteria ▪ Consider the relationship between all proposed changes to ensure there is Programme cohesion ▪ Evaluate all proposals for their compliance with Unitec policy and procedure, and NZQA or other external requirements (in collaboration with TPA & TKK) ▪ Recommend actions to endorse, decline or defer any change requests ▪ Confirm summary information requirements for inclusion in consolidated change application ▪ Request more information for requests that are not complete and cannot be endorsed ▪ Set conditions related to any endorsements (such as additional moderation requirements, etc.) ▪ Confirm any communication required regarding decisions of the committee 	During Programme Development Group meeting
Administrator, Academic Quality		<p>Administrator, Academic Quality will:</p> <ul style="list-style-type: none"> ▪ Prepare and publish minutes of PDG meeting in collaboration with Convener ▪ Forward PDG minutes to next PAQC meeting ▪ Prepare final consolidated change application for submission to PAQC in collaboration with Convener ▪ Forward change application to next PAQC meeting 	Immediately following the PDG meeting
Convener, PDG	 <p>Actions following PDG meeting</p>	<p>Convener, PIC will:</p> <ul style="list-style-type: none"> ▪ Approve minutes of PDG meeting in collaboration with AAQ ▪ Communicate specific decisions of the PIC to relevant staff ▪ Prepare final change application for submission to PAQC in collaboration with AAQ ▪ Request more information for requests that were not complete and cannot be endorsed 	

As always, if you have any queries regarding any of these processes, please contact TKK@unitec.ac.nz for advice.