

Establishment of PAQC Sub-Committee for Programme Development and Improvement

Each Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC) is responsible for ongoing evaluation and review of academic provision to ensure that programme curriculum for which they are responsible continues to meet the needs of internal and external stakeholders, including students. They achieve this through a Rōpū Hōtaka Whakawhanake | Programme Development Group (PDG) which includes a wide membership to ensure that appropriate knowledge informs and adds value to decision-making for programme development and improvement. The PDG will peer review all change applications for each programme that it is responsible for make recommendations to the PAQC.

Rōpū Hōtaka Whakawhanake | Programme Development Group Terms of Reference

The <Name> Rōpū Hōtaka Whakawhanake | Programme Development Group (PDG) is a subcommittee of the <Name> Te Komiti o ngā Hotaka | Programme Academic Quality Committee (PAQC).

Hoaketanga | Purpose of the PDG has been established under the PAQC responsibilities:

Programme design, delivery and review

- To engage in the ongoing evaluation and review of academic provision;
- To ensure that the curriculum continues to meet the needs of internal and external stakeholders, including students

Kaupapa | Values of the PDG are framed within Kaitiakitanga, Mahi Kotahitanga and Ngākau Māhaki.

Rangatiratanga | Authority and Responsibilities of the PDG are:

- To provide a peer review evaluation of Programme improvement and development proposals with a focus on learning, teaching and assessment quality, including:
 - evaluation of proposals for improvements to existing programme/course
 - evaluation of proposals for changes to programme regulations
 - evaluation of proposals for new programme(s)
- To consider all proposed improvements and developments in relation to their alignment across the programme and portfolio to ensure there is Programme cohesion;
- To provide evaluation of all proposals for their compliance with Unitec policy and procedure, and NZQA or other external requirements
- To provide advice to the PAQC to assist it in making decisions regarding approvals of Programme improvement and development proposals

Whakauru | Membership of the PDG shall comprise:

- The Academic Programme Manager for each programme for which the group is responsible;
- PAQC Chair and/or PAQC Deputy Chair (or their delegate);
- Academic staff responsible for courses allocated to the group (voting members as determined by the need of each group);
- Administrator, Academic Quality for the Programmes (non-voting member);
- Additional members co-opted as necessary for a defined period or specific purpose.

The term of office of appointed members shall be two years.

Kaiwhakahaere | Management of the PGD will be the responsibility of a PAQC appointed 'Convener'. A Convener will act as the chair of the group. A Convener will usually be a Senior Academic Staff member who is familiar with quality systems, policy and regulation as it relates to Programme development and improvements. The Convener will be required to attend any PAQC meeting that is making a final decision on PDG recommendations.