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<b>To</b>	Murray Strong Commissioner Executive Leadership Team Te Poari Mātauranga Academic Board	<b>From</b>	Simon Nash Interim Executive Director Ako
<b>Title</b>	Academic Quality Action Plan Update December 2019 / January 2020	<b>Date</b>	29 / 01 / 2020

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### Purpose

To provide an update on our EER response – the Academic Quality Action Plan (AQAP) progress for your information.

### Background

This is the sixth monthly report on the AQAP. A more ‘newsy’ monthly report to all Unitec staff is now also being provided monthly.

**NB:** This report accompanies the AQAP ‘Overview’ and ‘Project Plan’, both of which report on progress of a set of defined actions. However, in response to feedback, in February I will also be providing a report on progress towards outcomes, i.e. our EER and academic quality goals.

### Progress on AQAP actions

Generally, progress on recommendations and AQAP actions is positive and ongoing, although there is lots of work still to do!

Rec 1: Student Achievement currently measures progress on target-setting and reporting. Further reporting on implementation is to be added.

Recs 2,4,6: Academic Board (and sub-committee) improvements are progressing well. Committees are all undertaking regular self-evaluations. Programme Academic Quality Committees (PAQCs) will begin reporting on a risk register at each meeting, rolling up to QAB and Academic Board and aligning with the ELT Risk Register.

Recs 3 & 5: Student Support & Completion work is well-underway. Each School is progressing an agreed set of eight “I See Me” Initiatives to be achieved before Semester One 2020. Details are on this [Moodle site](#). “I See Me” refers to our kaupapa that students will be most successful when they can see themselves, their culture and language, whānau/family, and educational heritage and vocational goals, in the programmes that they study. In February, reporting on I See Me will extend to Support Teams, which we are excited about! An important addition now is the ‘Learner Outreach’ Programme, with a dedicated 0.5 FTE in each school monitoring and supporting at-risk learners.

Rec 7: Renewal Plan Progress is better than reported in the Project Plan and requires improved reporting of details.

Recs 8, 9: Māori and Pacific Success Strategies are well underway. Reporting is largely through the “I See Me” Initiatives in Recs 3 & 5. Plans for Pacific and Māori Codes of

Practice are being reviewed, given the new national Code of Pastoral Care for domestic students.

Recs 10, 11, 12: Individual School Reviews and actions are underway, generally as part of Business-As-Usual activities for those schools. The Plumbing & Gasfitting Review is embedded in the whole-of Trades 'Project Takohanga'. In early 2020, I will be working more closely with each School team to check the detail of progress as there is risk of slippage.

Rec 13: Review resourcing for the Executive actions are all complete for now.

## **Risks**

Academic staff prioritizing of AQAP outcomes is critical. Nearly all aspects of the EER recommendations require academic staff engagement and 'buy-in'. This is all business-as-usual work, but it must be prioritised and resourced adequately. In 2020 Schools are introducing an improved action-planning and reporting process that should ensure good oversight and accountability for their responsibilities.

Pacific Success Strategy resourcing has been delayed, with some risks to progress. Recruitment is now underway for three 'Pacific Navigators' to support this work.

### *Preparation for the October 2020 EER visit*

Detailed planning and work to prepare Unitec staff for the panel visit itself are now underway, and are added as activities in the final section in the AQAP Project Plan. You can see this on the full Project Plan from line 344. It will be added to the Overview doc from February.

## **Next Steps**

Programme Evaluation & Planning is underway in all schools over Dec-Feb. This is the first part of a set of activities to evaluate and report on KEQs and assess our readiness for the panel visit in October 2020.

Detailed planning for the EER visit is now underway, based on the timetable below.

The general consensus at Unitec is that we should reframe much of the AQAP work more clearly as 'business-as-usual', i.e. as what we routinely do, and continuously improve on, in support of student success and academic quality. To that end, I will be working on changed language and labelling of this AQAP project early in the new year.

Activity	Dates in 2020	Specifics & Purpose of Activity
PEPs and Āta Kōrero	2 Dec – 7 Feb	Schools develop self-evaluative capability and provide evidence against NZQA's Key Evaluative Questions at programme level. This is an important gauge of our preparedness for NZQA panel questions in October.
PEPs to PAQCs	8 Feb – 19 Feb	PEPs are discussed/evaluated at PAQCs. The analysis of PEPs will take about 3 weeks, and may include some particular areas of focus as preparation for EER.
PEPs are approved at QAB	21 Feb	
Internal Self-Assessment	21 Feb – end of May	Institutions must prepare a 'Self-Assessment' document as part of EER. We will conduct this 'internal Self-Assessment' exactly as it will be required for EER, using PEP outcomes and other evidence. An external group will assess the quality of this Self-Assessment.  <i>This may become an annual Academic Performance Report</i>
Mocks for Academic Board and ELT	30 March – 3 April	A panel of external and internal experts will run 'mock' panels with our ELT and Academic Board to prepare us for EER and to gauge our readiness for the October visit.
School and ELT Interim Portfolio Meetings	Mid-March	School leadership will meet with ELT to discuss current enrolments, portfolios and any proposed changes for S2 onwards.
'Mock EER' panel visit	30 March – 2 April	A panel of external and internal experts will run 'mock' panels with our Schools and some Support team staff to prepare us for EER and to gauge our readiness for the October visit. All 2019 final data will be available at this time.
School and Support team Portfolio Presentations	Mid-year (date to be advised)	This repeats and refines the 2019 presentations, using all the above data from Self-Assessment and PEPs plus our financials, industry and market analysis, etc.  This is a further opportunity for self-evaluation, presentation and questioning.  Presentations will become an annual event
Interim PEPs	Mid-August	The scale and focus of any Interim PEPs is yet to be agreed, and will depend on an assessment of our readiness for EER.

**Attachments**

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Academic Quality Action Plan Overview December 2019

Full Academic Quality Action Plan Project Plan Updated December 2019