
To	Quality Alignment Board (QAB)	From	Steve Marshall, Lead Quality Partnering
Title	PAQC reporting to QAB	Date	2020/02/14

Introduction

This memo presents a proposed format for quarterly reporting from each PAQC to QAB. The purpose is to assure QAB that the governance of Programmes is of a high standard, and also to keep QAB informed of trends and risks associated with groups of programmes.

That QAB discuss and provide feedback on the proposed quarterly reporting format.

Purpose

Managing good communication between each PAQC and its Parent Committee (QAB) is an important part of Unitec's Quality Management System (QMS). QAB is required to have a clear understanding of the work that is being undertaken at PAQC level and to have assurance that this work is contributing to outcomes for students and stakeholders, and is compliant. The proposed report enables each PAQC to report in a formal standardized format on key quality and compliance matters that relate to their annual workplan.

The report also allows for a formal channel of escalation for any issues that a PAQC wishes to refer to QAB. However, it is important to note that this is not the only channel for any such escalated issues.

Next Steps

Below you will find a draft template for a PAQC report to QAB. It is divided into three sections as follows:

General Committee Health Check – covers general reporting of key elements of the QMS. This section will generally be prepared by the PAQC Chair with Te Korowai Kahurangi (TKK) assistance. The majority of the elements in this section are only reported on twice per year and are split evenly between the reports.

Quality Reporting – covers reporting on elements such as Programme Evaluation & Planning (PEP) and any review activity, including Monitoring. The PEP is twice per year with the others being as required. This section will generally be prepared by the PAQC Chair with TKK assistance.

Summary Information & Compliance Overview – are a set of summaries collated and populated by TKK in collaboration with the Chairs and Academic Programme Managers (APM). They use existing data from BI Reports. There is a schedule of which elements appear in which report. From time to time there may be a need for the Chair to write a short contextualisation about a particular data set.

Example of Report Format

To	Quality Alignment Board	From	[Name of Chair] [Name of PAQC]
Title	PAQC Quarterly Report for [month]	Date	YYYY / MM / DD

Overview

A brief overview of the work of the PAQC since the last report which may include:

General Committee Health Check *(Each report)*

Brief answers to the following questions completed by the Chair. These are focussed on the work of the Committee and should include any issues that need to be/have been escalated.

What is going well?

What improvements can be made?

What support is needed (actions required)?

Progress against 3 (max.) key actions *(Each report)*

A brief summary of progress against key actions from the Action Planner from the last cycle with a focus on how the action has made a difference. This is prepared by the Chair, with assistance from APMs, or provided from minutes of the discussion from the relevant meeting.

Self-evaluation of Governance *(March & September)*

Summary of self-evaluation of Committee Governance and Function, prepared by the Chair from minutes of the meeting in which the self-evaluation occurred.

Priorities (3-5) for cycle *(March & September)*

A brief summary of the 3-5 top priorities of the Committee for the coming year based on the specific AQAP related targets in the Committee work-plan. This is prepared by the Chair,

with assistance from APMs, or provided from minutes of the discussion from the relevant meeting.

Risk management *(Twice per Year)*

A summary of how High and Extreme risks are being addressed. This is prepared by the APM, with assistance from the Chair, or provided from minutes of the discussion from the relevant meeting.

Quality Reporting

Programme Evaluation (PEP) *(twice per year)*

Report on the overall quality of the self-evaluation of each programme based on the PAQC Evaluation process.

Summary of high level themes that the review of PEPs provided for the PAQC to consider and monitor

This is prepared by the Chair and APMs based on evaluations and minutes of discussion at meetings.

Degree Monitoring *(as required)*

Summary of key recommendations and response to report - provided by Chair

Programme Review *(as required)*

Summary of key recommendations and response to report - provided by Chair

Consistency Review *(as required)*

Summary of key recommendations and response to report - provided by Chair

Professional Accreditation/Other *(as required)*

Summary of key recommendations and response to report - provided by Chair

Appeals/Complaints *(as required)*

Summary of any Appeals/Complaints - summary by Chair/APM based on data provided by TKK or student services. Will include statistics for the volume by course, and No. approved or declined provided via TKK tracker.

Affected Performance Consideration *(twice this year only)*

Evaluation of new process by the Chair based on discussion in committee to help evaluate and seek improvement. To include statistics on volume and numbers of approvals and declines provided via TKK tracker.

Summary Information & Compliance Overview

The following are summaries collated and populated by TKK in collaboration with the Chair and APMs.

Grades *(twice per year)*

Statistical summary of previous semester grade ratification including resolution of previous outstanding grades - *Reported via TKK tracking*

Completions *(twice per year)*

Statistical summary of Completions including Graduation confirmation and any requests for correction of errors - *Reported via TKK tracking*

Moderation *(twice per year)*

Moderation Planning for each cycle is complete (twice per year) – *Reported via TKK tracking*
MOU/Contracts in place for External Moderation (once per year) – *Reported via TKK tracking*

Progress on moderation (twice per year) – *Reported via TKK tracking*

Summary of issues/or simply progress of External Moderation from last cycle (twice per year) – *Reported by TKK from minutes of discussions in meetings*

Student Evaluation of Courses *(twice per year)*

Summary of response rates for programmes – *Reported via TKK tracking*

Summary of issues and improvement plans (twice per year) – *Reported by TKK from minutes of discussions in meetings*

Course Evaluations (CEP) *(twice per year)*

Completed for previous cycle - *Reported via TKK tracking*

Deployed and underway for new cycle - *Reported via TKK tracking*

Programme Development *(twice per year)*

Summary of Programme Development activity for both Type 1 & 2 changes and/or new development - *Provided by TKK from AAC records*

Industry Engagement *(twice per year)*

IAC (Industry Advisory Committee) scheduled - *Reported via School's BA*

Engagement outcomes plan in place – *Reported by APMs/Chair/HoS*

Attachments

PAQC Yearly Governance Information *(once per year or if significant updates)*

PAQC Information Sheet including Membership information, Meeting Dates and Delegated Authority (incl. Sub-Committees/Working Groups Convener/Individuals) - *provided by TKK*