TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

MEETING OPENED:	**0834h**	Date:	**2020-02-19**
		Scheduled Start:	0830h
		Scheduled End:	1030h
		Location:	**Building 180-2043**

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku	*Embrace the power of the earth*
Manawa mai te mauri rangi	*Embrace the power of the sky*
Ko te mauri kai au	*The power I have*
he mauri tipua	*Is mystical*
Ka pakaru mai te pō	*And shatters all darkness*
Tau mai te mauri	*Cometh the light*
Haumi e, hui e, taiki e!	*Join it, gather it, it is done!*

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment
Topic: Reflection on 2019 and Direction for 2020

1.2.2. Important Dates
Submissions: 2020-03-04
Meeting: 2020-03-18

1.2.3. Communications from Academic Board

- Purpose: New item in the agenda to improve activity against the *Terms of Reference (Te Poari Whai Kounga), Section 4 Accountability and Reporting*. It shall support subcommittee awareness of the activity of Academic Board.
- Location: https://thenest.unitec.ac.nz/TheNestWP/our-unitec/academic-governance-committees/academic-board → Communications from the Chair → Chair Reports from the meetings of 2019-11-13 and 2019-12-11.
- Notes
  - The current reports are now over two months old.

  o Refinement on this system shall occur as needed. The next agenda should see it taken away from *Section 1. Whakatuwheratanga*.
- Summary Points
  - o Te Korowai Kahurangi is now completing the stocktake of the Quality Management System. This will drive the development of committee work plans.
  - o Academic Board has a high amount of work to process. Regular meetings of 3 hours struggle to cover everything. Consideration is being given to how some of this work can be delegated to subcommittees.

Next:	*Item 1.3. Tae Ā-Tinana*

1.2.4. Members – Incoming, Outgoing, Reappointed, Co-Opted

Previous:	*Item 5.2. Committee Self-Assessment*
Start:	*1026h*
Next:	*Item 5.3. Karakia Whakamutunga*

The Chair welcomed incoming members.

1. Anna Wheeler – (replacing Rowena Fuluifaga) Proxy for Annette Pitovao
2. Chantelle Daniels – (replacing Aroha Lewin) Proxy for Dan Brady
3. Jake Curran – (replacing Simon Goodlud) Senior Academic, Trades and Services
4. Lupeti Finaki – Proxy for Falaniko Tominiko
5. Te Hau Hona – Proxy for Toni Rewiri
6. Steve Varley – Replacing Sally Conway

The Chair acknowledged outgoing members.

1. Rowena Fuluifaga
2. Aroha Lewin
3. Simon Goodlud
4. Sally Conway

The Chair acknowledged reappointed members.

1. Dila Beisembayeva

MOTION

That Te Poari Whai Kounga co-opt the following members.

- **Andrea Thumath**
- **Maura Kempin**
- **Steve Marshall**

Moved:	M Bogosanovic
Seconded:	M Saifoloi

MOTION CARRIED

ACTION → Simon Tries (Chair, QAB) to request approval from Academic Board that the Terms of Reference include the Director, Under-25s as an Ex Officio member.

1.3. Tae Ā-Tinana | Attendance

Tae ā-tinana | Members Present

1. **(Chair)** Simon Tries
2. Andrea Thumath
3. Chantelle Daniels
4. Darren Tolmie – Dep. 1019h
5. Dila Beisembayeva – Dep. 1019h
6. Lian Wu
7. Linda Aumua
8. Lupeti Fihaki
9. Malama Saifoloi
10. Mirjana Bogosanovich
11. Rosemary Dewerse
12. Simon Nash

Akutō* | Late

1. Anna Wheeler – Arr. 0837h
2. Daniel Irving – Arr. 0859h
3. Jake Curran – Arr. 0853h

4. Maura Kempin – Arr. 0855h
5. Paul Jeurissen – Arr. 0848h

Kairīwhi* | Proxies

1. Sally Conway
    (For: Steve Varley)
2. Toni Rewiri
    (For: Te Hau Hona)

Ngā whakapāha | Apologies

1. Cris De Groot
2. Steve Marshall
3. Steve Varley
    (Proxy: Sally Conway)
4. Te Hau Hona
    (Proxy: Toni Rewiri)
5. Tracy Chapman

MOTION

That Te Poari Whai Kounga accept the apologies for the meeting.

Moved: D Beisembayeva
Seconded: A Thumath

MOTION CARRIED

Kōrama | Quorum

A minimum of 12 members was required. Quorum was achieved.

Kore i tae ā-tīnana | Absent

1. Arun Deo
2. Nikki Makamba

Hunga mahi | Staff in Attendance

1. Daniel Weinholz (Secretary)
2. Heather Stonyer – Dep. 0848h

1.4. **Mahia Atu** | Matters Arising

(None)

1.5. **Pitopito Kōrero o Ngā Hui** | Minutes of the Previous Meeting/s

No issues were raised.

MOTION
That Te Poari Whai Kounga approve the Meeting Minutes of 2019-10-31.
That Te Poari Whai Kounga receive the Meeting Record of 2019-11-28, noting that it did not achieve quorum and was then cancelled.
Moved: M Saifoloi Seconded: S Conway
MOTION CARRIED

Next:	*Item 2.1. Review of Industry Advisory Committee Guidelines*

1.6. **Work Plan**

Related:	*Actions Table > 2019.QAB.Action-012*

The Chair presented the new draft of the QAB Work Plan, flowing down from work at Academic Board to redevelop the Quality Management System.

April – Report on Process and Outcomes from PEP Process: A suggestion was made that the report on the process could be delivered one month earlier in March, and the report on the outcomes (PEP Analysis) could be delivered in April. One member had no preference; one member preferred them delivered together.

Thus, the Work Plan was adopted for QAB, acknowledging that further refinements shall be made as needed by the institute and the committee.

Next:	*Section 3. Mea Hei Kōrero*

1.7. **Ngā Tautapu Arotake** | Actions for Review

Start:	*0849h*
End:	*0852h*
Next:	*Item 1.6. Work Plan*

(See following pages)

Committee:	**Te Poari Whai Kounga | Quality Alignment Board**
Document:	**Committee Actions Table**
Updated:	**2020-02-19**

		S	**M**		**R**	**T**	**A**
Source	**Action #**	**Specification**	**Measure / Progress**		**Responsibility**	**Time Target / Closed**	**Achievement Status**
2019-02-28	Action-012	**Committee Work Plan 2019** Draft the QAB Work Plan 2019 and present if for approval at the next meeting. It should run from March 2019 to February 2020.	2019-05-02, Item 5.02: Debra to upload draft Committee Workplan 2019. Committee Members to reply to Debra and Annemarie with feedback by 2019-05-16. Debra to present final version to Committee for approval on 2019-05-30. 2019-05-30, Verbal update: The Work Plan is being revised to align with the Academic Quality Action Plan. 2019-06-27: Action leadership moved to Simon Tries. 2019-07-25: Still to be aligned to the AQAP. 2019-08-29: Waiting on confirmation of related AQAP and Academic Board work. 2019-09-26: Work Plan may go to the next meeting of Academic Board. 2019-12-11.2019-10-31: Still waiting on the outcomes of QMS and Academic Board work. 2019-11-28 (Meeting cancelled): *No update.* 2020-02-19: Refer to Item 1.6. Work Plan.		**Simon Tries (Chair, Quality Alignment Board)**	~~2019-05-02~~ ~~2019-05-30~~ 2020-02-19	Completed
2019-02-28 Item 4.06	Action-013	**[Working Group] Special Assessment Circumstances** Monthly verbal updates are to be reported. Memo to be submitted when investigations conclude.	2019-05-02, Item 3.06 Assessment Working Party Update: QAB Members are to email questions and contributions to Trude Cameron. 2019-05-30, Verbal update: Out for consideration and feedback from QAB members. 2019-06-27: The Committee commended the leadership of Trude Cameron with this work. Link to Proposed New SAC Documents folder emailed to Committee Members. 2019-07-25: Some feedback was received. The Committee arrived at consensus postpone full implementation until Semester 1, 2020. Between now and then, the Working Group shall consult and gather feedback, pilot the new SAC process with Summer Semester 2019. Senior Academic QAB members shall be a channel for consultation to the Schools. Feedback response timeframes are TBC. 2019-08-29: Work in progress. Consultation closes 2019-09-30. 2019-09-26: Members encouraged to spread the word to submit feedback. 2019-10-31: Trude Cameron replaced by Sue Crossan. 2019-11-28 (Meeting cancelled): *Update TBC - Name of "Special Assessment Circumstances" changed to "Affected Performance Consideration". Confirm wording for name change of Action-013. Pilot over 2019-SS. Pilot evaluation report to 2020-02-19.* 2020-02-19: Not enough submissions have yet come in. A report shall be made for the end of Semester 1, 2020; no reports / updates will come before then.		Trude Cameron **Sue Crossan** Dila Beisembayeva Rowena Fuluifaga Sue Palfreyman	2019-05-02 2020-02-19 2020-07-15	Paused

2019-05-02	Action-017	**Single-Template Reporting System for Priority Groups, PAQCs & IACs** Develop a single template for Priority Group, PAQC and IAC reporting to AB, QAB and AA-LTC. (2019-05-30) Coordinate this reporting with the HR Diamonds for Heads of School.	2019-05-02: Working Group to discuss the pros and cons of changing "Industry Advisory Committee" to "Industry Engagement Committee". 2019-05-30, Items 3.01~3.03: New actions, below. 1) Coordinate for Directors to view the Priority Group sections of HOS Diamonds. 2) Clarify which actions in the Diamonds relate to which Priority Groups. 3) Clarify the different layers of reporting against Priority Group targets, e.g. PAQC Reporting versus HOS Reporting. 4) Debra shall talk to Simon Nash about evidence and measurement of implementation of Priority Group targets within the HOS Diamonds. 2019-06-27: Identical reports are currently going from the Priority Group Directors to AB, QAB and AA. Simon Tries shall take up leadership of this Working Group. 2019-07-25: Meeting postponed to this afternoon due to an earlier clash. No other news to announce. 2019-08-29: Waiting for outcomes of related Academic Board work. 2019-09-26: Still awaiting outcomes from related work with Academic Board. Simon Tries (Chair QAB) shall consider how this QAB Action can be cleanly closed. 2019-10-31: Any reports against a Strategy shall follow the same reporting approach to Academic Board, e.g. Student Success and Industry Engagement. Directors shall begin identifying which sub-items in a report are intended for discussion at which committee. 2019-11-28 (Meeting cancelled): *Update TBC - Subsumed into the mahi of the Academic Board stocktake of the Quality Management System, Review of IAC Guidelines, Review of PAQCs and other work items.* 2020-02-19: Subsumed into other work. Quality improvement on the reports and reporting system shall continue as needed.	**Simon Nash** Simon Tries Toni Rewiri Andrea Thumath Falaniko Tominiko Tracy Chapman Liz Rainsbury Rowena Fuluifaga	2020-02-19 Subsumed by other work	Cancelled
2019-06-27	Action-025	**Pre-requisite Enrolment Issues** Lead a Working Group to define problem statement relevant to identified pre-requisite issues for programmes that result in high levels of enrolment blocks and VOE requests. Identify impact to schools and prepare communications to ensure clarity for Schools' leadership and proposed solutions plan for Semester 1, 2020.	2019-07-25: Still in progress. Timeframe for delivery is TBC. Commendation was given to Aroha for her related work with the School of Building Construction resulting in VOEs dropping from over 1000 to around 10. 2019-08-29: In progress. Report to come to next meeting. The number of VOEs have reduced. Reasons for system overrides with VOEs tend to be coming from technical issues with the system rather than school / operations issues. 2019-09-26: This work is really part of a much larger project inside Operations, not isolated only to BCONS. It should be closed off as a QAB item. Phase 1 of the project is due to complete by 12 December, after which a report could be presented to QAB. The AAQ team, led by Steve Marshall, have been checking requisites and study plans. This needs to complete before open the Enrolment Cart can open. Although not directly impacting this Action's particular challenge, it is related to how we use the system. IMS is also working with the project team. A number of concerns were raised around the lateness of pre-requisite checks, students who enrol for a full year but then fail a course in first semester, and involvement of SEMs at School Marking Meetings. Members wanting to contribute to Aroha's work (e.g. Mirjana, Dila, Antoinette, et alia) should meet and discuss the issues / opportunities with Aroha as part of the Operations project. 2019-10-31: N/A 2019-11-28 (Meeting cancelled): *N/A*	Aroha Lewin **Chantelle Daniels** Steve Marshall IMS Team	2020-02-19 2020-03-18 (TBC) Aroha Lewin to report back on Phase 1 at first meeting of QAB in 2020	Active

			2020-02-19: Aroha Lewin has been seconded to a new position. Handover to Chantelle Daniels is still in progress. An update is expected at QAB 2020-03-18.			
Next item #	Action-026					

2. **Mea Hei Whakaae** | Items to Approve

2.1. **Review of Industry Advisory Committee Guidelines**

Presenter: Heather Stonyer (Director, Industry Partnerships)

Two Category-1 industry providers were observed as guidelines models – Otago Polytech and Wintec. The new Unitec guidelines also have a strengthened presence of Te Noho Kotahitanga, and deeper understanding of the Māori and Pacific workforce.

Discussion noted that the new Code of Conduct and the integration of Te Noho Kotahitanga have been very well received by industry representatives. Some are taking them back to their own industries. Unitec is thus positively impacting workforce and industry culture in the communities it serves. Commendation was given for this great work.

MOTION

That Te Poari Whai Kounga approve the changes to the Industry Advisory Committee Guidelines, including the updated Terms of Reference.

Moved: D Beisembayeva
Seconded: L Aumua

MOTION CARRIED

Heather Stonyer departed at 0848h.

Next: Item 1.7. Ngā Tautapu Arotake

3. **Mea Hei Kōrero** | Items to Discuss

3.1. **Academic Quality Action Plan (AQAP) Updates**

Source: Academic Board 2020-02-05, Item 1.8. AQAP Updates
Presenter: Simon Nash (Executive Director, Ako)

Presentation noted that:

- Starting from February 2020, reporting would focus more on the achievement of outcomes rather than the implementation of actions.
- A system of Academic Risk Registers from Programme Academic Quality Committees is being developed.
- Staff need to prioritize their work to align with the AQAP.
- Feedback from QAB members would be appreciated either in the meeting or offline.

Discussion noted that:

- Student Voice is not explicitly apparent in the AQAP. This is because the AQAP, by nature, represents the response of Unitec to the EER. For example, Learner Outreach is a direct response to EER recommendations. Student Voice enters into the work through the planning and direction of the actions and at representation at the committees.

- Any activities or projects that existed before EER are not included in the AQAP.

In future agendas, this item shall be placed within Section 4 alongside other strategic reports.

Note: No motion was deemed necessary for this item.

3.2.   Attendance at Academic Governance Committees (2019)

Source: Academic Board 2020-02-05, Item 3.2.
Author: Simon Nash (Chair, Academic Board)
Presenter: Simon Tries (Chair, QAB)

In 2020, tracking of member attendance, proxies and membership shall be undertaken and reported with even more detail than in 2019.

MOTION

That Te Poari Whai Kounga receive report for *Attendance and Academic Governance Committees (2019).*

Moved: S Tries
Seconded: L Aumua

MOTION CARRIED

4.   Ngā Tukunga | Items to Receive

4.1.   Rīpoata a te Kaiwhakahaere o ngā Rōpū Whakaarotau | Priority Group Director Reports

4.1.1. Māori

Source: Academic Board 2020-02-05
Author: Toni Rewiri (Director, Māori Success)
Presenter: Toni Rewiri, proxy for Te Hau Hona

4.1.2. Pacific

Source: Academic Board 2020-02-05
Author: Falaniko Tominiko (Director, Pacific Success)
Presenter: Lupeti Fihaki

Exceptions > February: Although addressed at Academic Board, it was noted as useful for Te Poari Whai Kounga to know that any missing grades for any Priority Group, including Pacific, are visible through the PowerBI Dashboards. Licences for all staff to these Dashboards are being issued.

4.1.3. International

Source: *Academic Board 2020-02-05*
Author: Tracy Chapman (Director, International Success)
Presenter: (None)

4.1.4. Under-25s

Source: *Academic Board 2020-02-05*
Author: Andrea Thumath
Presenter: Andrea Thumath

Exceptions > September: Attention was drawn to the ETA of March for a report on the Youth Development Principles.

MOTION

That Te Poari Whai Kounga receive the report/s for:

1. **Māori**
2. **Pacific**
3. **International**
4. **Under-25s**

Moved: D Beisembayeva
Seconded: S Conway

MOTION CARRIED

4.2.   Oversight Reporting

4.2.1. Te Komiti o ngā Hotaka | Programme Academic Quality Committees (PAQCs)

Author: Steve Marshall
Presenter: Simon Tries

Quarterly reporting represents the scheduled reporting cycle. However, PAQC Chairs are welcome to report other issues as they arise outside of that timing.

Discussion noted the following:
- It has a good balance in frequency of reporting; they are not too frequent to exacerbate workload, but enough to encourage the practice of regular self-assessment and reflection.
- It allows feedback from QAB to return down to the PAQCs.
- QAB shall send thematic reports up to Academic Board.
- The reporting up to Academic Board and down to PAQCs shall be done through the QAB Chair, with the analysis and extraction of themes done by Steve Marshall (Lead, Quality Partnering).
- The PAQC Academic Risk Registers shall supplement the reports.
- A list of the PAQC Chairs will be provided to QAB when available.

- The new reporting system has not yet been presented to the PAQCs. At this stage, it is mostly a QAB decision to determine what QAB wants from PAQCs. Future refinements are expected to be made as needed.

MOTION

That Te Poari Whai Kounga approve the proposed format for quarterly reporting from each Programme Academic Quality Committee to Te Poari Whai Kounga.

Moved: D Beisembayeva
Seconded: P Jeurissen

MOTION CARRIED

4.2.2. Degree Monitoring

Author: Steve Marshall
Presenter: Simon Tries

MOTION

That Te Poari Whai Kounga receive the report on Degree Monitoring.

Moved: D Beisembayeva
Seconded: L Aumua

MOTION CARRIED

4.2.3. Consistency Reviews

Author: Steve Marshall
Presenter: Simon Tries

MOTION

That Te Poari Whai Kounga receive the report on Consistency Reviews.

Moved: M Bogosanovic
Seconded: T Rewiri

MOTION CARRIED

4.3.   Ētahi Atu Rīpoata | Any Other Reports

(None)

5.   **Kupu Whakamutunga** | Closing

5.1.   **Ētahi Kaupapa Anō** | Any Other Business (AOB)

(None)

5.2.   **Committee Self-Assessment**

Start:	*0931h*
Next:	*Item 1.2.4. Members, and then Item 5.3. Karakia Whakamutunga.*

Topic: **Reflection on 2019 and Direction for 2020**

Key Words: Excellent; Good; Marginal; Poor

Guide points:

- Reflections on 2019
  - Terms of Reference – How well did QAB perform?
  - Membership Structure – How suitable was the structure of membership?
- Direction for 2020
  - Work Plan (draft)
    - Is there too much / too little to achieve the Terms of Reference?
    - What evidence should come from each line of work?

Committee members discussed the topic at their four tables. Feedback included the following points.

- **Governance** – The function of governance needs strengthening at both PAQC and QAB levels. For this purpose, Steve Marshall (Lead, Quality Partnering) shall attend as many PAQC meetings as possible, increasing the focus on governance.
- **PAQC v QAB** – PAQCs oversee their set of programmes. QAB oversees matters pertaining to the whole institute.
- **Self-Assessment**
  - **Action items** – When an Action ends, QAB could reflect on how well it oversaw the work just ended.
  - **Terms of Reference, Section 3** – QAB needs to reflect more frequently on its performance against these terms. This could be done through the Item 5.2. Committee Self-Assessment. In addition, action against the Terms of Reference, and especially Section 3, should be clearly linked reflected to the item slots in each agenda.
- **Multiple compliance overheads** – Some programmes have multiple compliance and / or reporting overheads.   Not only do such programmes need to report compliance to Unitec's internal quality systems, but also need to report data and compliance in various formats for various external bodies. For example, one registration authority wants a regular list of graduates by programme and course presented in a different format from how the programme staff present similar data for Programme Evaluation & Planning and other Unitec reports. Another registration authority has a specific Education Policy which the programme must comply with, in addition to Unitec's own educational policies. In addition, Unitec has multiple government stakeholders to whom it accounts to in a similar

varied fashion. All these stakeholders need to be satisfied in order to deliver a high quality programme.

No effective reduction to these issues was proposed; it is simply part of a programme team's work with their multiple stakeholders. However, Unitec has improved support of capability to gather and report data through the new PowerBI dashboards and the issuing of licences to all staff. This empowers staff to access, filter and report on data more efficiently.

- **Terms of Reference, Section 3.1.**
  - o As the redevelopment of the Quality Management System flows down, each Academic Governance Committee will begin to understand its work more clearly. At present, Section 3.1. is not satisfactorily clear.
- **Terms of Reference, Section 3.2. "Evaluate the services"**
  - o What these services are exactly needs to be more clear and specific.
- **Terms of Reference, Section 3.3. Oversight of PAQCs**
  - • PAQC reporting should ensure that if a programme has a problem which is crippling but not institutional, then it should still be captured and escalated for resolution.
- **Terms of Reference, Section 3.4. "Identify good practice"**
  - o PAQC Membership including a member from a different School for purposes of cross-pollination of ideas works really well.
  - o The rollout of a generic PAQC Agenda is bringing consistency of items and operations across the PAQCs and allowing them to share stronger understanding of purpose and function.
- **Terms of Reference, Section 5**
  - o Unitec Pathways College – Manager has become a Director.
  - o Director, Research and Enterprise – The committee agreed that this position should remain in the Membership to ensure that Research programmes stay represented.
  - o General Manager, Operations – This needs to be updated to Director instead of General Manager.
- **Expectations of Members**
  - o **Representation** – As representatives who sit on Te Poari Whai Kounga, when we return to the teams which we represent, we should actively advocate academic quality assurance processes. We need to believe in, share ownership of, and confidently know what we are doing. Even if we disagree with a particular decision, we need to carry that committee decision and work with it. Ideally, robust discussion inside the committee will lead to consensus and decisions we can all support.
  - o **Āta-haere | Preparation** – To perform our responsibilities well, members need to thoroughly consume each agenda's content, discuss it with their teams in advance of each meeting and come fully informed and ready to challenge and contribute.
  - o **Consultation and Kia Tōtika** – When composing and undertaking the mahi behind a committee item, stakeholders should be comprehensively consulted before submission to the committee. This is in contrast to possibly bringing it to the committee first, and then going out for consultation and feedback. A consultation-first approach produces items which better fulfil the principles of kia tōtika | aspiring to standards of quality.
  - o **Operations v Governance** – Where the committee identifies operational items needing attention, these could be distributed to other forums such as the Fortnightly APM Meetings or the PAQCs.
- **Teaching & Learning** – Such matters, including Badging and professional development, lie with the remit of Ako Ahimura | Teaching & Learning Committee.

5.3. **Karakia Whakamutunga** | Closing Prayer

Ka wehe atu tātou	*We are departing*
I raro i te rangimārie	*Peacefully*
Te harikoa	*Joyfully*
Me te manawanui	*And resolute*
Haumi ē! Hui ē! Taiki ē!	*We are united, progressing forward!*

MEETING CLOSED: **1026h**