
To	Te Poari Whai Kouna Quality Alignment Board	From	Jackie Tims Te Korowai Kahurangi
Title	Degree Monitoring	Date	04 March 2020

Recommendation/s

That Te Poari Whai Kouna | Quality Alignment Board note the Degree Monitor's Schedule 2020 submitted to NZQA and provide feedback on the reporting approach described within this memorandum.

Purpose

The purpose of this report is to provide Te Poari Whai Kouna | Quality Alignment Board with an update on the status of Degree Monitoring for 2020 and to seek feedback on the approach to reporting on degree monitoring.

Commentary

The Degree Monitor's Schedule indicates when monitoring for each programme is expected to occur. It should be noted that NZQA require the majority of Degree Monitoring to occur in the first half of the academic year, we have requested that the schedule reflect this requirement.

Additionally, from the next report all Monitoring events will be reported on across three main metrics:

- Preparation for the Monitoring visit
- The Outcome from the Monitoring visit
- The Management of follow up actions

Each of the above will be rated using the standard NZQA focus area rubric in Appendix 1:

Where possible, the rating will be agreed in collaboration with the programme leadership/team.

The following will be considered when determining the ratings:

Preparation	Outcome	Management of follow up actions
<i>The rating is based on whether:</i>	<i>Rating is based on following:</i>	Initially, a rating will be provided based on the following:
The extent to which the Monitoring process is followed, including timeframes.	the number and 'weight' of commendations, recommendations and requirements.	Excellent – the action plan disseminates beneficial practices and the actions required to manage gaps in self-assessment capability or the programme are SMART, minor or not required
The monitoring visit is arranged in keeping with institute requirements, including the contracting of the monitor/s.	improvement from the previous monitoring report.	Good - the actions required to manage gaps in self-assessment capability or the programme address all issues are SMART and minor
The timeliness and standard of documentation prepared for and provided to the monitor		Marginal - the actions required to manage gaps in self-assessment capability or the programme are significant, do not address all issues or are not SMART
The logistical arrangements for the visit (agenda, appointments, etc.)		Poor - No action plan developed when needed
The monitoring report is received, reviewed and confirmed within stated timeframes		On an ongoing basis, the rating will be based on: The extent to which actions are being effectively managed/addressed (as per the plan).

Adopting this approach will provide greater visibility regarding the preparedness of programme teams (and the institute as a whole) to successfully engage in a monitoring visit, to more clearly understand the outcomes from these visits, and how well the required actions are being managed. This will support better outcomes for Unitec and ensure ongoing improvement in this key quality assurance process as well as further embed evaluation into our daily practice.

Next Steps

Te Korowai Kahurangi will continue to track and report on new degree monitoring within the institute and that where a new monitor has been appointed, "programmes due for their first visit or where a new monitor has been appointed, a NZQA evaluator must accompany external monitors in these instances".

Attachments

Degree Monitoring Schedule 2020

Contributors

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Appendix 1:

NZQA Focus Area rubric to be used for evaluating consistency reviews

Excellent	<ul style="list-style-type: none">• Performance is exceptional• Highly effective contributing processes• Very few gaps or weaknesses• Any gaps or weaknesses have no significant impact and are managed very effectively
Good	<ul style="list-style-type: none">• Performance is generally strong• Effective contributing processes• Few gaps or weaknesses• Gaps and weaknesses have some impact but are mostly managed effectively
Marginal	<ul style="list-style-type: none">• Performance is variable• Inconsistent contributing processes• Some gaps or weaknesses have some impact, and are not managed effectively
Poor	<ul style="list-style-type: none">• Performance is unacceptably weak• Ineffective contributing processes• Significant gaps or weaknesses have significant impact, and are not managed effectively• Does not meet minimum expectations or requirements