TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

MEETING OPENED:	**0830h**	

Date: **2020-03-18**
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: *(TBA)*

1.2.2. Important Dates
Submissions: 2020-04-08
Meeting: 2020-04-22

1.2.3. Members – Incoming, Outgoing

The Chair welcomed incoming member/s.

1. Antoinette Wessels
2. Aroha Dykes
3. Diane Fraser

The Chair acknowledged outgoing member/s.

1. Malama Saifoloi

1.2.4. Communications from Academic Board

Noted.

MOTION
That Te Poari Whai Kounga receive the Chair's Report from Academic Board.
Moved: S Nash Seconded: D Beisembayeva
MOTION CARRIED

1.2.5. Communications from the Chair of QAB

Noted as being a placeholder for future content in development.

1.3. Tae Ā-Tinana | Attendance

Tae ā-tinana | Members Present

1. **(Chair)** Simon Tries
2. Antoinette Wessels
3. Aroha Dykes
4. Arun Deo
5. Daniel Irving – Dep. 1003h
6. Darren Tolmie – Dep. 1030h
7. Diane Fraser
8. Dila Beisembayeva
9. Jake Curran
10. Linda Aumua
11. Lupeti Fihaki
12. Maura Kempin
13. Paul Jeurissen
14. Simon Nash
15. Steve Marshall
16. Te Hau Hona – Dep. 0959h
17. Tracy Chapman

Akutō* | Late

1. Mirjana Bogosanovic – Arr. 0910h

Kairīwhi* | Proxies

1. Sarah Sommerville
   (For: Andrea Thumath)

Ngā whakapāha | Apologies

1. Andrea Thumath
   (Proxy: Sarah Sommerville)
2. Anna Wheeler
   (Proxy: *None*)
3. Chantelle Daniels
   (Proxy: *None*)
4. Rosemary Dewerse
   (Proxy: *None*)
5. Steve Varley
   (Proxy: *None*)

MOTION
That Te Poari Whai Kounga accept the apologies for the meeting.
Moved: D Beisembayeva Seconded: L Aumua
MOTION CARRIED

Kōrama | Quorum	**Kore i tae ā-tīnana** | Absent

Kōrama | Quorum

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

Kore i tae ā-tīnana | Absent

1. Cris De Groot
2. Lian Wu

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Trude Cameron – Arr. 0840h

1.4. **Mahia Atu** | Matters Arising

(None)

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

No matters were raised.

MOTION

That Te Poari Whai Kounga approve the Minutes of:

- Meeting 2020-02-19

Moved: D Beisembayeva
Seconded: T Chapman

MOTION CARRIED

1.6. Committee Management

1.6.1. Attendance Tracker

Noted.

1.6.2. Work Plan

The Chair reminded members to regularly view the Work Plan, adopted at the last meeting.

Members agreed to remove monthly reporting of Teacher Capability Development, noting that Ako Ahimura is primarily responsible for overseeing this work.

Monitoring of discipline-specific external moderation / audits can be reported up through the PAQC Chair Reports. Guidance has been given out for this.

Discussion raised the viability and benefit of possibly having the PAQC Chairs included in QAB Membership. This would mean the addition of over twenty more members and would make effective operation difficult. For the immediate future, we shall observe the effectiveness of the new quarterly PAQC Chair Reports and their thematic analysis. The system and membership will be reviewed in the future.

1.6.3. **Ngā Tautapu Arotake** | Actions Items

(See following pages)

Committee:			Te Poari Whai Kounga | Quality Alignment Board			
Document:			Committee Actions Table			
Updated:			2020-03-18			

		S	**M**	**R**	**T**	**A**
Source	**Action #**	**Specification**	**Measure / Progress**	**Responsibility**	**Time Target / Closed**	**Achievement Status**
2019-02-28 Item 4.06	Action-013	**[Working Group] Affected Performance Consideration** *(formerly "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

| 2019-06-27 | 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*
 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.
 2020-03-18: Refer to Item 4.3.1. Memo received. Next progress report expected 2020-04-22. | ~~Aroha Lewin~~ **Chantelle Daniels**

 Steve Marshall IMS Team | ~~2020-02-19~~ 2020-03-18 | Active |

Next item #   Action-026

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

(None)

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

3.1.   Academic Quality Action Plan (AQAP) Updates

Source: *Academic Board 2020-03-04, Item 4.1.9.*
Presenter: Simon Nash (Executive Director, Ako)

Presentation and discussion noted that:

Work is underway to identify a list a programmes which would benefit from intensive support over the next few months, particularly to raise Priority Group success rates. A set of criteria have been developed to identify these programmes based on various success rates.

Some EER-related work has been put at risk of disruption due to actions related to Covid-19. Contingency planning is underway for various scenarios, including a full campus closure and how delivery may or may not continue to be possible. Some programmes are not designed at all for distance learning and some others may be challenged by the resources needed to re-design for distance learning.

Note: No motion deemed necessary.

3.2.   Managing Academic Risk

Presenter: Simon Tries

Simon Tries (Manager, Te Korowai Kahurangi) displayed and spoke about the design and intended operation of the Academic Risk Register and its associated PowerBI Dashboard. Members were asked to consider how to best utilise the risk register.

PAQCs should constructively interrogate the ratings assigned by the APM. Over time, identification of institutional themes and feedback from QAB shall influence consistency also. QAB needs to assure itself that PAQCs are undertaking their role effectively by ensuring that APMs are effectively managing the risks. The reporting up to QAB will enable the identification of themes across the institute. APMs have been provisionally directed to update the Register prior to each PAQC meeting. PAQCs meet every four to six weeks.

In terms of priority, the maturity of the Register is about 6 months behind. From an NZQA viewpoint, management of Risk is an important part of demonstrating capability in self-assessment, which from an EER perspective is just as important as educational outcomes, including those for Māori and Pacific. It was noted that the Institutional Risk Register has had a line added to address the recent Covid-19 fears.

Over time, it is expected that the Register will stabilize. This will happen because as plans are made and implemented to mitigate risks, we will reach a point where little else will be

able to be done. Thus, the Register will reach a level of stasis with minimal changes in the ratings.

Summary notes of the Action Plans developed by Schools in response to Risks can be found through the PowerBI Dashboard.

ACTION → Simon Tries (Chair, QAB) to remind all APMs and PAQC Chairs to complete their Register entries before QAB 2020-04-22.

Note: No motion deemed necessary.

4. **Ngā Tukunga** | Items to Receive

4.1. Strategic Reports

4.1.1. Māori

Source: Academic Board, 2020-03-04
Author: Toni Rewiri (Director, Māori Success)
Presenter: Te Hau Hona

Staff attendance at pōwhiri has greatly increased. Three Heads of School stood to deliver mihi whakatau, including Paul Jeurissen.

Course Evaluation and Planning (CEP) reports are one way that School leadership can view progress on the embedding of Mātauranga Māori. They can also help to measure impact and whether the actions actually increase success outcomes for Māori.

Feedback on the Wānanga activities was very positive. Students were immersed in the experience and engaged more richly with the people and place of Unitec. This is the first rollout and lessons for better planning have been learned, including:

- Running the Wānanga closer to Orientation Week is better than further into the semester.
- Kaihautū and Schools need to coordinate the planning closely.
- Buy-in from and understanding of the student stakeholders is essential to success.

4.1.2. Pacific

Source: Academic Board, 2020-03-04
Author: Falaniko Tominiko (Director, Pacific Success)
Presenter: Lupeti Fihaki

No matters raised.

4.1.3. International

Source: *Academic Board, 2020-03-04*
Presenter: Tracy Chapman (Director, International Success)

The Covid-19 situation has drawn intense support efforts from International to ensure students are as up to date as possible with their learning when they do arrive, and how they are supported during their 14-day self-isolation period upon arrival to New Zealand. Investigations are in progress with how Study Abroad / Outward Bound students may be affected.

4.1.4. Under-25s

Source: *Academic Board 2020-03-04, but updated since then.*
Author: Andrea Thumath
Presenter: Sarah Sommerville

No matters raised.

MOTION

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

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

Moved: P Jeurissen
Seconded: D Beisembayeva

MOTION CARRIED

4.2. Oversight Reporting

Note: All items under 4.2. were received in a single Motion.

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

Presenter: Steve Marshall

The memo and associated information and webpage was displayed to the committee, noting that an email group exists for PAQC Chairs under PAQC-Chairs@unitec.ac.nz. An example of the online PAQC webpage was shown and spoken through. H Drive holds the official records and papers in a meeting; The Nest is the staff-facing publishing platform.

Commendation was given to Steve Marshall for his work in developing the presence of PAQCs on The Nest and for coordinating between them.

4.2.2. Degree Monitoring

Author: Jackie Tims
Presenter: Steve Marshall

NZQA has approved the delay of monitoring visits until June where related to Covid-19. This is yet to come to the attention of Academic Board. The Schedule will likely change drastically due to this situation and shall be updated as changes occur.

Tracking of monitoring visits are being refined to include an evaluation of the preparation for, outcomes from, and actions being taken as a result of, Degree Monitoring activities.

4.2.3. Consistency Reviews

Author: Jackie Tims
Presenter: Steve Marshall

Tracking of consistency visits are being refined to include an evaluation of the preparation for, outcomes from, and actions being taken as a result of, consistency reviews.

MOTION

That Te Poari Whai Kounga receive the report/s on:
- Programme Academic Quality Committees – Information on the establishment of the Programme Academic Quality Committees for 2020
- Degree Monitoring
- Consistency Reviews

Moved: D Tolmie
Seconded: A Deo

MOTION CARRIED

4.3.   Ētahi Atu Rīpoata | Any Other Reports

4.3.1. Pre-Requisite Enrolment Issues

Related: Action-025

Presenter: Chantelle Daniels - *Apologies*

The Chair introduced the item on behalf of Chantelle.

Regular reviews of Programme Regulations have now been re-introduced into PAQCs.

The date in the final point of the Next Steps in the memo should be "2020-04-22" and not "2020-03-22".

MOTION

That Te Poari Whai Kounga receive the update on Action-025 Pre-Requisite Enrolment Issues, and approve a pause on reporting until responsibility is reassigned and further progress is made.

Moved: D Beisembayeva
Seconded: M Kempin

MOTION CARRIED

4.3.2. Launch of Course Evaluation Planning (CEP) Online

Author: Sue Crossan
Presenter: Simon Tries

The Chair introduced the item on behalf of Sue.

Progress on the uptake of online CEPs is insufficient. Different sections of the CEP should be completed pre-, mid- and post-delivery. Sections should be completed as soon as they are able to be reported. Completion is mandatory and 100% is the expectation.

Jasmine Tuheke (Administrator – Academic Quality, Te Korowai Kahurangi) was reported as having given some really good training to School staff on how to use Gradebook. This data could then be used for CEPs and PEPs. It also reduced duplicate record keeping by only needing to use Unitec's central database, PeopleSoft. The richness of communication out to the Schools is very important for successful uptake of online CEPs.

Discussion noted that we have no oversight of completion progress of paper-based CEPs.

ACTION → Steve Marshall to follow up School / PAQC leadership to obtain information on completion of not only online CEPs, but also paper-based CEPs.

Note: No motion deemed necessary.

5. Kupu Whakamutunga | Closing

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

5.1.1. Multiple Reenrolments into a Single Course

Presenter: Dila Beisembayeva

A concern was raised about an ongoing unresolved issue whereby students are able to re-enrol into the same course multiple times. This results in the achievement of the same course, along with its course credits, appearing multiple times on students' transcripts. So, for example, a student may have graduated from a 360-credit degree, but 45 of those credits may have come from a single 15-credit course taken three times. The related operational processes cross between departments and a solution has never been implemented.

ACTION → Dila Beisembayeva to work with relevant others to investigate, create a problem statement and report back to the QAB 2020-04-22 with recommendations for further action.

5.2. Committee Self-Assessment

Note: No discussion occurred under this item in this meeting due to running out of time.

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: **1032h**