To	Te Poari Whai Kounga | Quality Alignment Board (QAB)	**From**	Steve Marshall, Lead, Quality Partnering, Te Korowai Kahurangi (TKK)
Title	Programme Academic Quality Committee Reports to QAB	**Date**	2020/04/17

Recommendations

- That the QAB accepts the eight (8) Chair's reports from the PAQC's
- That the QAB accepts this summary review of received PAQC Chair reports and approves the recommendations made as a result of the review.
- That the QAB discusses the items identified by PAQC as requiring escalation and determine a response for each.
- That the QAB requests the remaining eleven (11) Chair's reports be provided for the next meeting

Purpose

The purpose of these PAQC Chair's Reports is to provide QAB with a clear understanding of the work that is being undertaken at PAQC level and to all the QAB to have assurance that this work is contributing to outcomes for students and stakeholders, and that it is compliant.

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

Report Summary

PAQC Chair reports were received from nine committees. It must be acknowledged that the delivery date for the report occurred during the Covid-19 lockdown period, at a time when academic staff have been extremely busy with converting courses to on-line delivery, and delivering teaching on-line for the first time for many. The reports included in this submission are from the following PAQC's:

- Applied Business
- Community Studies
- Computing
- Design and Contemporary Arts
- Environmental & Animal Science
- Language Studies
- Medical Imaging
- Nursing

The reports cover three main areas, and a summary of the those is presented below:

General Committee Health Check – covering general reporting of key elements of the QMS.

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There was general agreement that the new focus and format of the PAQC is going to be a useful tool for increasing oversight of programmes within Schools. The smaller and more targeted membership was noted as being more manageable and assisting in ensuring that quorum was being met. However, it was noted that the governance training of the Chair, Secretary and membership was yet to occur for some of the Committees and this was seen as a barrier to enabling the committees to meet their full potential.

There was an acknowledgement of the resources created by TKK via the NEST pages for PAQCs and the move to on-line agenda's was welcomed.

Student membership was noted as still not being satisfactorily resolved for some, however the current Covid-19 emergency was seen to be contributing to the difficulty in locating and confirming student membership.

Many committees reported that they have not yet appointed their 'external academic'.

Priorities for the PAQC during the next cycle were generally focused towards dealing with the Covid-19 emergency and ensuring that both students and their teachers were looked after while trying to ensure that delivery of learning and assessment was of a high standard.

Risk Management was new to most PAQCs and had not yet been discussed in committee meetings to a level where the Chair's felt that they could respond with any specific detail other than to assure the QAB that this will feature more prominently in future reports. It is acknowledged that the Chairs, and most committee members as yet do not have access to PowerBI, and therefore cannot access the risk register in a meaningful way. This is being currently being addressed with licenses distributed to the majority of academic staff.

Risks that were identified were related to Covid-19 and there was a general request for more specific support and detail of the requirements of modifying courses and assessment during the crisis. This has since been resolved with specific detail now made available to teaching teams and programme leadership.

Quality Reporting – covering reporting on elements such as PEP and any review activity, including Monitoring.

Committees reported on positive Monitoring outcomes, especially those for Nursing which occurred prior to the curtailment of activity under the Covid-19 restrictions.

External moderation responses were generally completed for 2019, with an acknowledgement that some External Moderator responses have been received very late.

Commentary was provided regarding the Affected Performance Consideration tool with a suggestion that the form be redesigned to allow a GP identification stamp to be added to aid in verification.

Summary Information & Compliance Overview – covering a set of summaries of quality activities from PowerBI.

Moderation planning for 2020 is complete for those committees from which reports were received.

Teaching staff are engaging with the new on-line Course Evaluation and Planning (CEP) tool, or are completing legacy paperbased versions during Semester 1, 2020.

Programme Evaluation and Planning (PEP) reports have been completed according to requirements, however these reports did not generally analyse or reflect on the quality of the reports.

Consistency report for NZCEL Level 3 (General was received on January 30 and was generally positive with some practices commended.

BASCI 5 year review on schedule at the time of writing.

Recommendations:

- That the Affected Performance Consideration Student Evidence Form include a specific place, and requirement for a GP to affix their Stamp.
- Further assistance to Medical Imaging staff to support them to successfully encapsulate Mātauranga Maori within their courses

Escalations:

- Medical Imaging have identified a need to increase computer lab availability at Waitakere, if even on a temporary basis.
- Design and Contemporary Arts wishes to inform the QAB that the provision of fit-for-purpose facilities; no confirmed facilities beyond 2021; as well as the ongoing shift of technical workshops for Design is seen as a significant risk. The PAQC requests some commentary regarding proposed timelines for decision making regarding this issue.

Next Steps

That the PAQC Chair's reports that were not received from the following PAQC's be requested for the next meeting.:

- Architecture
- Bridging Education & Supported Learning
- Building Construction
- Electrical & Mechanical Engineering
- Engineering & Surveying
- Landscape and Interior Design
- Performing and Screen Arts
- Social Practice
- Trades & Services – Plumbing, Gasfitting and Carpentry Programmes
- Trades & Service – Automotive Engineering Programmes
- Unitec Pathways College

Attachments

PAQC Chair's reports from the following Committees:

- Applied Business
- Community Studies
- Computing
- Design and Contemporary Arts
- Environmental & Animal Science
- Language Studies
- Medical Imaging
- Nursing