To	Quality Alignment Board	**From**	Nick Kearns
			Applied Business PAQC
Title	PAQC Quarterly Report for April	**Date**	10 / 04 / 2020

Overview

PAQC 2020 memberships (including student rep and senior external staff member) approved at first meeting (Feb 24).

PAQC delegated authorities for 2020 reviewed and finalised. No significant changes to APM roles re admissions, approvals etc. Grades Approval was already in place. PIFs will be reviewed by a new subcommittee of lecturer & APM form programme requesting change, APM from another programme, and PAQC chair or deputy chair. This will probably be by e-meeting, and is done to increase the quality of the PIFs.

General Committee Health Check *(Each report).*

What is going well?
Meeting attendance good as PAQC incorporated into the SAB Monday morning sequence, apart from external academic staff who will miss three meetings this year due to teaching. Felt it was worth continuing with (Dr Sofia Chambers) due to existing connection and being in same building.
A student rep has been appointed but yet to attend meetings - may be disrupted through covid19 employment changes.
New agenda layout appears more streamlined

What improvements can be made?
PAQC review of PEPs was delayed as none were ready on time (Feb 19). Finally reviewed March 5 at extraordinary meeting. Better support of APMs may help here, although the timing of PEPs will always be an issue. A process of staging the KEQ completion and review is suggested, as is greater pressure on staff to complete CEPs throughout the semester rather than at the end.

Chair felt that a meeting in late January would have been useful in making a good start for 2020, as Feb 24 is day 1 of the semester - too late. Will be arranging this for 2021.

The training for PAQC chairs and members has not been delivered. This is a serious concern as current PAQC membership was recruited on the basis of training being available, and as PAQC appears to be the most important policy and operational forum in the School of Applied Business.

What support is needed (actions required)?
Still concerned about the high turnover in AAQ supporting the PAQC. Some consistency here would be appreciated. The documents for meetings (agenda, minutes associated docs etc) are too slow in processing, and affect the committee efficiency.

Delivery of training (as below) would also be beneficial.

> **Training**
>
> **PAQC Training**
>
> Work is currently underway to prepare for training for PAQC Chair, Secretaries and Committee members. This training is aimed at enhancing the productivity of the committees and to improve our approach to governance. If you are a member of a committee you will be contacted early in the new year with details about your training session.

From a TKK memo dated 28 Feb.

XXXXXXX Lead, Quality Partner will work with each PAQC Chair to complete the initial report. Chairs will receive a report pre-populated by the PAQC secretary for consideration and completion. Further communication about timelines will be communicated via email.

This report is being drafted on April 2 without any of the conditions in the above paragraph being met, (as with the training.)

Noting this in the report, as issues of responsibility and accountability will emerge later in the year, and they will trace back to this point. This is not all due to covid19, but may best be described as a pre-existing condition.

It appears to me from my vantage as PAQC chair that the entire governance function is presently under resourced, and is struggling to meet its obligations. The lead quality partners appear to be over stretched.

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

No PAQC action plan has been finalised yet. The default action plan is the series of PEP action plans. A review of the SAB component of the AQAP action plan (on Power BI dashboard) shows excellent progress in post grad development work, and zero progress in undergrad which is expected to start in S2, 2020. (HoS is currently doing preparatory work on BBS review).

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

The constant changing in support staff is preventing development of good practice here, as is the lack of training.

The scope of PAQC as an academic governance function for APM is still undefined, and appears to be increasing – eg risk registers now to be reported on each month (admittedly exceptions only) - to the point that each meeting is unable to complete its agenda in a timely and professional manner.

Individual PAQC (one for each programme), and a separate APM forum is suggested.

Connections of PAQC to QAB, AAC, AA are still weak. Not sure if that matters, but noted.

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

Priorities are
1.Post grad developments (MPA and M Appl. Business.) well underway,

2.Redevelopment of BBS (planned for S2, 2020)
3.Introduction of level 3 and 4 certificates (planned for S1 2021)

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Risk management

Not yet addressed. Planned for May 11 meeting.

Quality Reporting

Programme Evaluation (PEP)

PEPs (EoY2019) completed and actions plans for 2020 underway. No major issues. NZDB5 draft strategic plan (required by NZQA in June2020) in place ad having good effect. Many improvements implemented for start of S1, 2020.

Recently completed (EoY2019) PEP for all programmes were successful in collecting and collating data, but lacking in evaluative practice, partly due to time constraints.

Earlier completion and sharing of CEPs, and staged reviews of PEP drafts is being planned to create more time in the round EoY 2020.

Degree Monitoring

Programme/Qualification Title	Proposed Monitor Visit Dates in 2020	Monitors' names	Update
Bachelor of Business (Accounting) Graduate Certificate in Professional Accountancy	27 March 2020	Paul Wells	Postponed due to Covid-19
Graduate Diploma in Professional Accountancy	27 March 2020	Paul Wells	Postponed due to Covid-19
Bachelor of Business (Management and Marketing) and Graduate Diploma in Business	27 March 2020	Robert Aitken	Postponed due to Covid-19
Master of Business and Postgraduate Diploma in Business	27 March 2020	Leah Watkins	Postponed due to Covid-19
Master of Applied Practice (Professional Accountancy)	24 March 2020	Vida Botes	Postponed due to Covid-19

Consistency Review

Programme	APM/Manager	Date	Status
NZCRE	Mary Crotty	Feb 2020	Completed
NZCR	Antoinette Wessels	Aug 2020 (TBC)	Data collation on-going

Professional Accreditation/Other

Impact of covid19 on S1, 2020 assessments being worked through with CAANZ (Accounting major in BBS accreditation)

Affected Performance Consideration

2020 APC Tracker:

Date Received	Programme	Course Code	Reason	Decision made by:	Decision Outcome:	Date email/letter sent to student
1/4/2020	MBUS	APMG8177	Medical	Wajira Dassanayake	Approved	6/4/2020
1/4/2020	BBS	ACTY5290	Medical	Gayani Hewagama	Approved	6/4/2020

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*

2019- Semester 2 summary of Grade Ratification stats below:

Term	Main Program	Number of courses	Number of students	Grade Approval Date	Grade Posted Date	Grading status	Comply with 10 day turn around
1194	MAP	10	129	13/12/2019	13/12/2019	Posted	Yes
1194	MBUS	6	95	4/12/2019	5/12/2019	Posted	Yes
1194	BBS	54	940	2/12/2019	2/12/2019	Posted	Yes
1194	NZCRE	4	78	25/10/2019	5/11/2019	Posted	Yes
1194	NZDB	9	9	11/12/2019	11/12/2019	Posted	Yes
1194	NZDB5	24	131	11/12/2019	11/12/2019	Posted	Yes

DEFs/ Missing grades
2019 as per below (please note that these DEF grades are scheduled to re-sit the final exams).

Programme Code	Student ID	Term Code	Course Subject Code	Course Catalog Number	Course Name	Grade Code
BBS	1443614	1194	ACTY	5200	Accounting for Business	DEF
BBS	1480217	1194	ACTY	5320	Law of Business Obligations	DEF
BBS	1355647	1194	ACTY	5401	Business Statistics	DEF
BBS	1111375	1194	ACTY	6290	Business Finance	DEF
BBS	1472384	1194	ACTY	6291	Investments	DEF
BBS	1473930	1194	ACTY	6291	Investments	DEF
BBS	1515503	1194	ACTY	6320	Law of Business Entities	DEF

BBS	1111375	1194	ACTY	7212	Advanced Management Accounting	DEF
BBS	1440510	1194	ACTY	7212	Advanced Management Accounting	DEF

* Grade count - 8
* Total EFTS – 1.04

Completions *(twice per year)*
Statistical summary of Completions including Graduation confirmation and any requests for correction of errors - *Reported via TKK tracking*

March 2020 Graduation – application data below:
*All declined applications are due to students not eligible- lack of credits.
*See appendix 1

Qualification	Number of Applications	Number of People Approved by Academic Board	Number of Applicants declined
Bachelor of Business (Accountancy and Finance)	4	3	1
Bachelor of Business (Accountancy)	19	15	3
Bachelor of Business (Management)	7	6	1
Bachelor of Business (Marketing)	4	4	0
Bachelor of Communication (Media Studies)	1	1	0
Bachelor of Communication (Public Relations)	1	1	0
Graduate Diploma in Business (Human Resource Management)	5	5	0
Graduate Diploma in Business (Marketing)	9	8	1
Graduate Diploma in Business (Operations Management)	4	4	0
Graduate Diploma in Professional Accountancy	10	10	0
Master of Applied Practice (Professional Accounting)	13	13	0
New Zealand Diploma in Business	3	2	1
New Zealand Diploma in Business (Level 5) (Accounting)	3	9	1
New Zealand Diploma in Business (Level 5) (Leadership and Management)	1	5	0
Postgraduate Diploma in Business	21	20	1
Bachelor of Communication (Event Management)	0	1	1
Grand total	**105**	**107**	**10**

Moderation *(twice per year)*
Progress on Moderation Plans (*three-year cycle*) – *Reported via TKK tracking*

Moderation plans for all Applied Business programmes are currently in progress, plans will be provided to the next PAQC in May for approval.

Student Evaluation of Courses *(twice per year)*
Summary of response rates for programmes – *Reported via TKK tracking*

Summary of 2019 response rates for all programmes:

2019- Semester 1

☐ 0-10% below target ☐ >10% below target

Overall Course rating (average out of 10) 8.1	Survey response rate 52.8%

Programme Performance	Average of Course Rating	Response Rate	Surveys Completed
(PGDBS) PGDip Business	8.9	67.6%	75
(GDPA) GDip Professional Accountancy	8.7	61.1%	44
(NZDB) NZDip Business	8.3	28.6%	6
(NZDB5) NZDip Business (Level 5)	8.3	28.7%	39
(BIC) Bach Communication	8.1	55.6%	15
(BBS) Bach Business	8.0	52.8%	381
(MAP) Master Applied Practice	8.0	56.9%	74
(MBUS) Master Business	7.9	71.4%	10
(GDBUS) GDip Business	7.8	57.4%	105
(GCPA) GCert Professional Accountancy	7.6	100.0%	8

2019- Semester 2

☐ 0-10% below target ☐ >10% below target

Overall Course rating (average out of 10) 8.0	Survey response rate 45.5%

Programme Performance	Average of Course Rating	Response Rate	Surveys Completed
(PGDBS) PGDip Business	8.4	70.1%	61
(MAP) Master Applied Practice	8.3	58.5%	86
(BBS) Bach Business	8.1	38.4%	265
(GDPA) GDip Professional Accountancy	7.6	62.5%	45
(GDBUS) GDip Business	7.3	54.8%	57
(NZDB5) NZDip Business (Level 5)	7.3	32.8%	43
(MBUS) Master Business	6.8	85.7%	6

Course Evaluations (CEP) *(twice per year)*
Completed for previous cycle - *Reported via TKK tracking*
Deployed and underway for new cycle - *Reported via TKK tracking*

*Please be aware that this report only indicates those who have started using the on-line version of the CEP. There are a number of Programmes and Staff who are still using their old paper versions.

2020 CEPs update below:

Main Program	Active courses (1202)	# of Initiated CEPs	%

BBS	53	15	28.30%
MAP	8	2	25.00%
MBUS	6	2	33.33%
NZCRE	1	1	100.00%
NZDB	1		
NZDB5	12	4	33.33%

CEP data for 2019. TKK did not track this information in 2019. If we want to report on this, we are going to have to ask all lecturers to save their 2019 paper CEPs in the correct folder for each programme. This is the only way to report on this, let me know your thoughts

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*

Summary of changes for 2020:

Change type	Programme Number	Programme Name	Course Code & Title	Recommendation / Change Details	Approved / Declined	Effective from
Type 1	CA2109	Bachelor of Business	BSNS7162 (Business Analytics)	Minor changes to assessments	**Approved**	Semester 1, 2020
Type 1	NZ2459	New Zealand Diploma in Business L5	BEBP5101 The Nature of Business & BEBP5104 Business Innovation	Minor change to delivery mode: Delivery in blocks: BEBP5101 will run in double session from weeks 1 to week 8BEBP5104 will run in double sessions from week 9 to week 16, in the timeslot previously allocated to BEBP5101. Each course will still be delivered in 40 hours as per the course descriptor.	**Approved**	Semester 1, 2020
Type 1	CA2109	Bachelor of Business	BSNS7100 Advanced Marketing	Change the description of the following assessment 3 to read: Team based Strategic Marketing Simulation game and Reflective Presentation.	Approved	Semester 1, 2020

Type 1	CA2397	Master of Applied Practice-Professional Accounting	CISC8803 Financial Reporting	Minor changes to assessment wording, content and weightings	Approved	Semester 1, 2020
Type 1	CA2318	Master of Business	APMG8117 Marketing Strategy	Minor changes to assessment wording, content and weightings	Approved	Semester 1, 2020
Application for Approval/Accreditation		Master of Professional Accounting			Approved by AAC and pending NZQA approval	Semester 2, 2020
Application for Approval/Accreditation		Master of Applied Business			Approved by AAC and pending NZQA approval	Semester 2, 2020

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*

IAC Workshop notes held 07 May 2019:

IAC Workshop Notes - 7 May 2019.p

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*

2020 Applied Business PAQC Information Sheet:

Applied Business_2020 PAQC

Appendices

Appendix 1:

 BIC.pdf
 PGDBS Completion form_1194.pdf
 NZDB5 Sem 2 1194.pdf
 NZDB5.pdf
 NZDB old.pdf

 MBUS Completion form_1194.pdf
 GDBUS Completion form_1194.pdf
 MAPPA Completion 1194.pdf
 GDPA Completion form_1194.pdf
 BBS Completion form_1194.pdf