
To	Quality Alignment Board	From	Wesley Verhoeff, Chair Community Studies PAQC
Title	PAQC Quarterly Report for April	Date	10/04/2020

Overview

A brief overview of the work of the PAQC since the last report which may include:

General Committee Health Check (Each report)

Brief answers to the following questions completed by the Chair. These are focussed on the work of the Committee and should include any issues that need to be/have been escalated.

What is going well?

Our last meeting was done via Zoom because of the shutdown we only one apology

Our new AAQ is very good and is making substantial improvements to our processes

What improvements can be made?

We need our student representative to have the contract and be approved.

What support is needed (actions required)?

Help with this document. Understanding the requirement how much depth

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

A brief summary of progress against key actions from the Action Planner from the last cycle with a focus on how the action has made a difference. This is prepared by the Chair, with assistance from APMs, or provided from minutes of the discussion from the relevant meeting.

PACQ chair is new and old chair has left Unitec. HoS will work on this part and update

Self-evaluation of Governance (March & September)

Summary of self-evaluation of Committee Governance and Function, prepared by the Chair from minutes of the meeting in which the self-evaluation occurred.

Yet to be formally discussed in a meeting only PEP self-evaluations of governance has been very positive.

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

Next PACQ Response to covid19 changes due to online delivery – Future course changes

CEP's & Priority groups

Moderation and Monitoring response to Covid19 what's the interim process

A brief summary of the 3-5 top priorities of the Committee for the coming year based on the specific AQAP related targets in the Committee work-plan. This is prepared by the Chair, with assistance from APMs, or provided from minutes of the discussion from the relevant meeting.

Risk management *(Each report – or out of sequence when there is a significant risk that needs to be escalated)*

A summary of how High and Extreme risks are being addressed. This is prepared by the APM, with assistance from the Chair, or provided from minutes of the discussion from the relevant meeting.

Risk register discussed at PACQ next steps was for the extended leadership team of the school to work through next step actions.

Quality Reporting

Programme Evaluation (PEP) *(twice per year)*

Report on the overall quality of the self-evaluation of each programme based on the PAQC Evaluation process.

Summary of high level themes that the review of PEPs provided for the PAQC to consider and monitor

The part is practically very difficult for this school as there is a large amount diversity regarding types of programmes.

The PEP process was challenging as there was significant changes in the process from the interim to the final. The Interim had much more support with Rosemary mostly writing the document to the final were nothing was written and PC and APM's had to start from scratch.

An addition of TKK incites support would also be of assistance to help staff unpack the data.

Summary of High level themes to be completed by the HoS

This is prepared by the Chair and APMs based on evaluations and minutes of discussion at meetings.

Comments:

You might want to select some themes from our PEP 2020 tracker. You can find the tracker here https://unitecnz-my.sharepoint.com/:x/g/personal/tkk_unitec_ac_nz/EWn8pmTBHlhMIsLsLaivy88BOrLvr2oWrZqe_OjVp7JoIA?e=9scxoa

We have also submitted all Final PEPS for 2019.

All PEPs can be found in Hdrive: H:\1. Schools\Community Studies\Programmes\PEP tracker\2019 EoY PEP

Degree Monitoring *(as required)*

Summary of key recommendations and response to report - provided by Chair

Comments:

Last year's degree monitoring was complete. As per email received from NZQA, 2020 monitors visits are on hold.

Our proposed plan for 2020 as per below

Programme	Program Status	Next Visit Date Confirmed	AL/PC/APM	Monitor
Bach Applied Science/Human Bio	Suspended	19-Mar	Sue P.	Carolyn Reed
Master Osteopathy	Suspended	19-Mar	Sue P.	Carolyn Reed
Bach Teaching Early Childhd Ed	Current	12 &13 May	Helen W.	
Dip Sport & Fitness Education	MROQ Expiring	N/A	Wesley V.	
Bach Health Social Development	Suspended	25-May-20	Daniel S.	Sharon Rydon
Short Courses in Education	Current	N/A	TBA	
Short Courses in Resource Mgmt	Current	N/A	TBA	
Cert in Growsafe(Introductory)	MROQ Discontinued	N/A	TBA	
NZCert Sport Coaching Level 5	Current	N/A	Wesley V.	
NZCert Exercise	Current	N/A	Wesley V.	
NZCert Sport & Recreatn ComDev	Current	N/A	Wesley V.	
NZDip Sport Recreatn Exrcse MS	Current	N/A	Wesley V.	
Bach Sport	Suspended	18-May-20	Wesley V.	Lisette Burrows
Police Studies Prep Trng Schem	Current	N/A	Darren T	

Programme Review *(as required)*

Summary of key recommendations and response to report - provided by Chair

Consistency Review *(as required)*

Summary of key recommendations and response to report - provided by Chair

Professional Accreditation/Other *(as required)*

Summary of key recommendations and response to report - provided by Chair

Post-ponded and hold due to covid19

Appeals/Complaints *(as required)*

Summary of any Appeals/Complaints - summary by Chair/APM based on data provided by TKK or student services. Will include statistics for the volume by course, and No. approved or declined provided via TKK tracker.

N/A

Affected Performance Consideration *(twice in 2020 only to assist us to evaluate the change)*

Evaluation of new process by the Chair based on discussion in committee to help evaluate and seek improvement. To include statistics on volume and numbers of approvals and declines provided via TKK tracker.

Comments:

Currently we have a limited number of APC's however we are expecting a substantial increase. As a result of the current climate.

In summary we discussed:

- *APC application form written for lecturers not for students. i.e fixed term assessment (review the use of language)*
- *Too complex: How can we make it more succinct and simpler for students*
- *APC in PDF format, this do not allow student to fill in the form electronically.*
- *Consistency: 5 working days or 5 days (include the weekend?)*

2020 APC Tracker

Date Received	Student #	Progr	Course Code	Reason	Decision made by	Decision Outcome	Date email sent to student
17/03/2020	1523331	BTECE	EDUC 5519	Other	Yo Heta-Lensen	extension until 17/3/2020	17/3/2020
19/3/2020	1462159	BASHB	HEAL 7371	Other	Sue P	estimation of grade	20/3/2020
19/3/2020	1462159	BASHB	HEAL 7372	Other	Sue P	estimation of grade	20/3/2020
19/3/2020	1462159	BASHB	HEAL 7373	Other	Sue P	estimation of grade	20/3/2020
22/03/2020	1501762	BTECE	EDUC 7933	Other	Yo Heta-Lensen	extension until 28/3/2020	24/3/2020

On a more positive note, we are only taking 2 or 3 working days since we received application and send the outcome out to student.

We are expecting an increase in more APCs due to Covid 19 shutdown

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

Comments:

2019- Semester 2 summary of Grade Ratification stats below:

Progr	Term	# of courses	# of students grades	Grade approval date	Publish date	Grading status	Comply with 10 day turn around
BASHB	1194	11	173	05/12/19	05/12/19	posted	YES
BHSD	1194	11	114	09/12/19	09/12/19	posted	YES
	1196	5	13	10/02/20	10/02/20	posted	YES
BSPT	1194	10	82	03/12/19	03/12/19	posted	YES
	1196	1	1	10/02/20	10/02/20	posted	YES
BTECE	1194	16	530	06/12/19	06/12/19	Posted	YES
	1196	1	3	10/02/20	10/02/20	posted	YES
DSSM	1194	2	21	03/12/19	03/12/19	posted	YES
MOST	1194	8	98	05/12/19	05/12/19	posted	YES
NZDSR	1194	7	110	03/12/19	03/12/19	posted	*SPOR5101 not posted on time
PSPTS (short course)	1194	6	544	Various dates	Various dates	posted	YES

SPOR 5101 was not posted on time. Semester start dates were setup wrong in the system and the class was mistakenly setup to finish in 1194. When this course was set up for an industry partner to run over summer semester. This type of error will not happen again as the industry partner will now have to use our normal semester time offerings.

DEFs/ Missing grades

2018- no missing or DEF grades outstanding

2019 as per below (please note this report does not include Rob's NZDSR SPOR 5101 as this course is considered part of 2020):

School - Programme Code	Grade Count	EFTS	Grade Code
BSPT	1	0.13	DEF
NZDSR	1	0.13	DEF
BTECE	16	2.00	DEF
Total	18	2.25	

Completions (twice per year)

Statistical summary of Completions including Graduation confirmation and any requests for correction of errors - Reported via TKK tracking

Comments:

March 2020 Graduation- applications below

Qualification	Number of March 2020 Graduand	Application declined	Total Application
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Bachelor of Applied Science (Human Biology)	13		13
Bachelor of Health and Social Development	17	2	19
Bachelor of Sport	11		11
Bachelor of Teaching (Early Childhood Education)	23	1	24
Diploma in Sport and Fitness Education	1		1
Master of Osteopathy	5	2	7
New Zealand Diploma in Sport, Recreation and Exercise (Level 5) (Multi-Sector)	5	1	6
Grand Total	75	6	81

All declined applications are due to students not eligible- lack of credits.

Moderation *(twice per year)*

Moderation Planning for each cycle is complete (twice per year) – *Reported via TKK tracking*
 MOU/Contracts in place for External Moderation (once per year) – *Reported via TKK tracking*

Progress on moderation (twice per year) – *Reported via TKK tracking*

Summary of issues/or simply progress of External Moderation from last cycle (twice per year) – *Reported by TKK from minutes of discussions in meetings*

Comments:

Summary of progress of Moderation from last cycle (2019) below

Programme	Term	Pre-event internal moderation	Post-event internal moderation	External moderation	Courses Ext moderated
BHSD	1192	No information in prg folder		Completed	HSDV 5140, 5145, 6240, 6246, 7345, 7348, 7350, 7358, 7359
	1194	No information in prg folder		?	
BTECE	1192	No information in prg folder		?	EDUC 5519, 5911, 5914, 5919, 5929, 6529, 6921, 7539, 7905, 7931, 7932, 7939
	1194	No information in prg folder		?	EDUC 5912, 6924, 6927, 6929, 7933, 7939
BSPT & DSSM	1192	Proposed 12 courses (as per tracker) actual 10 courses (as per folder)		?	SPOR 6925, 6924, 6927, 7920
	1194	Proposed 12 courses actual 10 courses		Completed	SPOR 7914, 7918, 7922, 7924, 7931
BASHB	1192	100%	100%	Completed	HEAL 6378, 6382
	1194	100%	100%	Completed	HEAL 6384, 6385, 6386, 7372, 7378, 7377
MOST	1192	100%	100%		Not planned/ not needed
	1194	100%	100%	Completed	HEAL 8303, 8309, 8312, 8313
NZDSR	1192	100%	100%	Completed	SPOR 5101, 5104, 5105, 5107, 5109
	1194	100%	100%	Completed	SPOR 5100, 5102, 5103, 5106, 5108
PSPTS	1192			N/A	N/A
	1194	100%	100%	N/A	N/A

Comments: *BHSD BTECE and part of BPST really hard to know if all the events happened in 2019. This is due because:*

- *there is no info or little info in the folders for 2019 at the moment (moderation did happen, but I understand that each programme/ lecturer save this info in other locations I do not have access or knowledge)*
- *also with 1192 info (Sports), as I was not part of Community studies (I started in August 2019) it seems that neither programmes nor TKK follow up on this info, and therefore we will need to work on finding out if moderation was completed according to the tracker (this might take time).*

These organizational issues have now been resolved as the school now has an AAQ to setup and organize the files

Moderation Planning for 2020

Programme	Term	Planned (# of Courses)		
		Internal Pre-event	Internal Post-event	Ext Mod
BHSD	1202	3	0	2
	1204	5	0	2
BTECE	1202	0	16	4
	1204	0	1	1
BSPT & DSSM	1202	0	0	3
	1204	0	0	5
BASHB	1202	0	6	2
	1204	0	6	1
MOST	1202	0	5	0
	1204	0	6	2
NZDSR	1202	5	5	5
	1204	0	0	5
PSPTS	1202	1	1	N/A
	1204	1	1	N/A

Comments: Most of the programmes have been working on trying to update their trackers for 2020-2021, however none of the programmes seem to be including or marking courses for pre-internal event (as per above "0"). Unsure if this is because they have not started yet with the pre- internal mod, or because it is the same of the post internal event and they just want me to repeat the same courses in the tracker. I am guessing it is the second, but I will confirm with them asap.

Current moderation plans/trackers can be found here (in progress):

https://unitecnz-my.sharepoint.com/:f/g/personal/tkk_unitec_ac_nz/EkXZoEJzsZFAgVa80DB5husBT-mw6d4mY1Jnz6-xAj7Ygw

Student Evaluation of Courses (twice per year)

Summary of response rates for programmes – Reported via TKK tracking

Summary of issues and improvement plans (twice per year) – Reported by TKK from minutes of discussions in meetings

Comments:

Summary of 2019 response rates for all programmes

Programmes have Individual smart goal trying to improve response rates.

Programme Code And Name	Average of Course Rating	Response Rate	Surveys Completed
(DSSM) Dip Sport & Fitness Education	8.2	16.1%	5
(BTECE) Bach Teaching Early Childhd Ed	8.1	19.5%	94
(PSPTS) Police Studies Prep Trng Schem	7.7	24.6%	90
(NZDSR) NZDip Sport Recreatn Exrcse MS	9.1	25.0%	16
(BSPT) Bach Sport	8.4	32.2%	38
(MOST) Master Osteopathy	8.5	37.5%	12
(BASHB) Bach Applied Science/Human Bio	7.5	53.4%	93
(BHSD) Bach Health Social Development	8.4	59.0%	95
2019 sem 1 Average course rating : 8.0 Survey response rate 31%			

2019- Semester 2

Programme Code And Name	Average of Course Rating	Response Rate	Surveys Completed
(BHSD) Bach Health Social Development	8.8	27.5%	33
(BSPT) Bach Sport	8.6	16.3%	17
(NZDSR) NZDip Sport Recreation Exercise MS	8.1	20.3%	14
(BASHB) Bach Applied Science/Human Bio	7.9	67.6%	117
(BTECE) Bach Teaching Early Childhood Ed	7.8	35.9%	189
(MOST) Master Osteopathy	7.2	60.7%	37
2019 sem 2 Average course rating : 7.9 Survey response rate 37.6%			

Course Evaluations (CEP) *(twice per year)*

Completed for previous cycle - *Reported via TKK tracking*

Deployed and underway for new cycle - *Reported via TKK tracking*

2020 CEPs update below

Main Program	Active courses (1202)	# of Initiated CEPs	%
BASHB	6	6	100.00%
BHSD	10	4	40.00%
BSPT	9	2	22.22%
BTECE	16	13	81.25%
MOST	5	4	80.00%
NZDSR	5	1	20.00%
PSPTS	1		

Comments:

Sport needs an online CEP training session. The Shutdown has interrupted this.

Please note: This data from TKK Insight team only provides start rate (lecturers that have actually click on the link, and completed certain parts of the CEPs). We couldn't get detailed info such as Section completion rate.

In regards to Police, we are requesting to add 8 different classes, so they will have 8 links instead of 1.

CEP data for 2019. TKK did not track this information in 2019. Each lecture as asked in grade approval meeting if this was completed. However there was no way until now to checking completion rates

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*

Comments:

Programme	Type of request	Summary of changes	Course numbers	Approval date	Changes applied to sem
NZDSR	Type 1&2	LOs and assessments	SPOR 5101	28/11/2019	Sem 1 2020
	Type 1&2	LOs and topics	SPOR 5106, 5103, 5109, 5100, 5102	In progress	Sem 2 2020
BTECE	Type 1	Remove reading lists	All semester 1 courses	10/02/2020	Sem 1 2020
BASHB	Type 1	Assessment changes	HEAL 7174, 7371, 7373	17/02/2020	Sem 1 2020
PSPTS	Training scheme	Various changes	POLC S401	06/12/2019	Sem 1 2020

The establishment of our schools Programme development group PDG 2020 has been approved at PAQC on 30/3/2020. With representation from each programme

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*

Comments:

2019 update below as per November 2019 PAQC minutes.

Programme	Date	Responsibility	Progress/actions
BHSD	3 July 2019	Nikki Hurst	Completed
BTECE	1 April 2019	Helen W.	1 st IAC completed; 2 nd
	5 August 2019	Yo Heta-Lensen	meeting cancelled.
MOST	7 August 2019	Sue Palfreyman	Complete both
	18 September 2019		meetings
BSPT & NZDSR	20 September 2019	Trevor M. Wesley V.	Completed

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*

Comments:

We don't have new members since the beginning of the year 2020.