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<b>To</b>	Te Poari Whai Kounga   Quality Alignment Board	<b>From</b>	Dianne Roy PAQC - BNURS
<b>Title</b>	PAQC Quarterly Report for March - April	<b>Date</b>	2020 / 04 / 10

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## Overview

### General Committee Health Check

*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?*

1. **A positive report following the NZQA monitors report has been received.** The report acknowledged consistent quality processes.
2. **The year three HCBN courses** are being delivered and are contextualised into the Unitec context.
3. **The two-day study day** prior to the beginning of HCBN 6106 aimed to engage students in anatomy and physiology and library skills was successful in terms of student satisfaction.
4. **In the context of Covid-19** all lecturers have responded positively with a strong view to support the students learning and to learn skill needed in the IT medium.  
Support from TPA to provide opportunities to learn skills has been responsive and patient.  
The wider Unitec outreach for students' wellbeing has been outstanding and very supportive to the team. Students demonstrating non-engagement or being absent from the Moodle site and the zoom sessions have been followed up.  
Assessments have been delivered following internal moderation, and with support from TPA, according to aspects of validity and fairness. Those students who do not have access to a computer have been permitted to submit using hand written assignments and photos.  
Cross marking and moderation continues to be practiced using the Zoom facility. All modifications to the delivery of the assessments in terms of "type" have been recorded on a spreadsheet (google doc).
5. **Introduction of the new affected performance consideration** has worked well to date. Feedback given to TKK re for a medical declaration there is no request for a stamp, identification of where the GP is located or their practice name. Previously the medical certificate was on headed paper for the practice.

#### **What improvements can be made?**

1. There have been concerns about the security of the Zoom recording. Within the BN and two other examples from the Mt Albert campus indicates some "outsiders" can

*access the Zoom site. Our Head of School has approved that lecturers can use their discretion as to whether the session is recorded or not.*

2. *Continue to canvas for a student representative for the PAQ Committee. Following canvassing by student rep no volunteers have yet been found to join the committee.*

## **What support is needed (actions required)?**

1. **Assessment validity**

*Clear instructions from TKK about any criteria regarding the modification to assessment. NB: we acknowledge receipt of the document 'Unitec Online Guiding Principles 28 April-29 May 2020'. This and the soon to be available 'Details on the Nest' of levels of change and processes for dealing with them will strengthen our processes.*

## **Progress against 3 (max.) key actions**

*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.*

2019 Full	To ensure the effectiveness of the create a centralised space for recording feedback received from graduates, employers and community (written and verbal)	Team	Nov 2020	A centralised space to be reviewed in terms of its functionality	Further development is needed
2019	To assess students' literacy and numeracy level and provide support to optimise their success alongside the Unitec wide support services.	Team	May		

## **Priorities (3-5) for cycle**

*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.*

Priorities will be fully finalise in the next quarter due to COVID-19 and Lockdown. Meetings and discussions on the main priorities for the year are underway.

## **Risk management**

*A brief statement of the most impactful risks to be closely monitored given that this is the first time they have been looked at. This is prepared by the APM, with assistance from the Chair, or provided from minutes of the discussion from the relevant meeting.*

1. **No access to clinical placements due to lockdown level 4 (covid-19). Impact on course completion and future planning. Refer to word document.**
2. **Potential for a decrease in student course completions and student success**
3. **Lecturers level of stress and workload.**
4. **Ensure lecturers are able to take annual and Professional Development leave in Semester One as lecturer requirements are likely to be higher in Semester Two**
5. **Two resignations / retirements plus one long-term sick leave.**

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## **Quality Reporting**

### **Programme Evaluation (PEP)**

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

*The PEP for 2019 is a very comprehensive document that captures and activities and challenges of the BN and BNURS programmes.*

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

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

### **Degree Monitoring (as required)**

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

One recommendation included in the NZQA monitor's report is:

"That the BN Team work closely with the Unitec Te Korowai Kahurangi to review the BN programme to ensure course learning outcomes, content and assessments are current, represent best practice and take into consideration the health needs of people in West Auckland and the greater Auckland region."

**Response: BNURS:** Course co-ordinators continue to update the content of courses reflecting best practice and to make relevant assessments within the learning outcomes of the programme. Both internal moderation and external moderation to date has supported this process.

Any modification to assessment formats have been approved by TKK and recorded on the course descriptors.

### **Annual Programme Reports (NCNZ):**

The NCNZ is changing the annual report template and the revised template will be received later in the year.

The NCNZ have previously accepted the PEP and other reports from institutions, however, the content does not provide them with easily accessible information to meet their needs.

**CAP:** the delivery of the preceptor courses to the RN from clinical providers is continuing. A report needs to be sent to NCNZ by the end of May and will be requested for the May meeting.

## Appeals/Complaints

*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.*

**The single student appeal regarding a course grade from 2019 has been resolved. D grade remains.**

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## Summary Information & Compliance Overview

*The following are summaries collated and populated by TKK in collaboration with the Chair and APMs.*

## Grades (Appendix 1: Grades)

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:

Progr	Term	# of courses	# of students grades	Grade approval date	Publish date	Grading status	Comply with 10 day turn around
BNURS	1194	2		10/10/2019	10/10/2019	posted	YES
	1194	7		02/12/2019	02/12/2019	posted	YES
	1194	2		18/12/2019	18/12/2019	posted	NO (PeopleSoft Issue)
BN	1194	7		Various	Various	posted	YES
VTNCA	2019	6		Various	Various	posted	YES

## Completions

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

Qualification	Number of Completions	Number of March 2020 Graduands	Application declined / withdrawn	Total Application
Bachelor of Nursing (BN)	48	48	0	48

## Moderation

Moderation planning for the cycle is complete –

*Moderation Plans for External and Internal set for 2020*

MOU/Contracts in place for External Moderation –

<b>Monitors Visit 2019 - completed</b>
11.3.20 - Maureen Kelly - Nursing

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

*Response to External Moderators Reports completed for 2019.*

## Course Evaluations (CEP)

Completed for previous cycle - *Reported via TKK tracking*

*Semester Two 1194*

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

*Lecturers have started using new online CEP's and completing first two sections.*

## Affected Performance Consideration (APC) Tracker 2020

Date Received	Student #	Programme	Course Code	Reason	Decision Outcome	Date email/letter sent to student
18/03/2020	1449142	BNURS	HCBN5108	Sickness	Uphold application	25/03/2020
18/03/2020	1449142	BNURS	HCBN5106	Sickness	Uphold application	25/03/2020
18/03/2020	1391584	BN	HEAL7116	Medical	Uphold application	25/03/2020

*Delays in processing mid-March due to AAQ leave followed by start of lockdown.*

Otherwise turnaround is +/- 2 days

## Industry Engagement

IAC (Industry Advisory Committee) scheduled - *Reported via School's BA*

<b>Awhina Strategic Advisory Committee</b>		
3 Mar 10:00 - 11:30am	Waitakere	
2 June 2:00 - 3:30pm	Awhina	
2 Sept 10:00 - 11:30am	Waitakere	
9 Dec 2:00 - 3:30pm	Awhina	
<b>Nursing Advisory Committee</b>		
30 Apr 2:30 - 4:00	510-3045	Postponed due to Covid -19
15 Oct 2:30 - 4:00	510-2035	

Engagement outcomes plan in place – *Reported by APMs/Chair/HoS*

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## Attachments