
To	Quality Alignment Board	From	Wesley Verhoeff, Chair Community Studies PAQC
Title	PAQC Quarterly Report for April	Date	30/04/2020

Overview

The committee has a history of being robust and solution focused. We continue to have changes to Chair as we manage staff changes. Wesley Verhoeff has stepped into the chair role in 2020 after serving as a member for several years.

The amount of time required to prepare for the meetings continues to be significant in order to stay informed with evolving processes. In addition to this, the programmes that comprise the PACQ are varied and complex (e.g. teach-outs) that additional engagement is required.

General Committee Health Check*What is going well?*

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

We have a very motivated AAQ who is an academic quality driving force within the school. This is enabling us to enhance our quality systems.

What improvements can be made?

We are working with HR to support the contract of our student representative. This has been in process for a few weeks and ideally we will also need to connect the student rep with training.

What support is needed (actions required)?

Help with this document. Understanding how in-depth the report should be.

Progress against 3 (max.) key actions

PACQ chair is new to the role and the previous chair resigned from Unitec. Staff resignations within Community Studies, influenced by teach-out programmes makes it difficult to have consistency in committee work. HoS has contributed to the report to support consistency.

Self-evaluation of Governance

Yet to be formally discussed in a meeting since the new Chair just started. PEP self-evaluations of governance has been very positive.

Priorities (3-5) for cycle

1. *Next PACQ Response to covid19 changes due to online delivery – Future course changes (e.g. placements, teach-out courses)*
2. *CEP's & Priority groups*
3. *Moderation and Monitoring response to Covid19 what's the interim process*
4. *Industry engagement*

Risk management

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

Student representative.

Major risk for programmes in Community Studies is staffing retention. This has been challenging for teach-out programmes and is being managed with support from HR. The change in the economy may slow the turnover.

Quality Reporting**Programme Evaluation (PEP)**

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 Insight support would also be of assistance to help staff unpack the data.

Summary of High level themes to be completed by the HoS.

- Student support is excellent
- Motivated teachers
- Management of staff is mostly positive with exceptions of team dynamics in Police

PEP 2020 tracker: https://unitecnz-my.sharepoint.com/:x/g/personal/tkk_unitec_ac_nz/EWn8pmTBHlhMlsLsLaivy88BOrLvr2oWrZqe_OjVp7JolA?e=9scxoa

Themes:

- Teach-out programmes: Staffing and student support
- Student support, pastoral care, tracking of students

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

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, however it should be noted that degree monitoring is on hold with COVID-19

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	

Professional Accreditation/Other

Osteopathy monitoring accreditation review has been post-poned due to Covid-19. However, we have shared all the monitoring documents with the panel and requested that they let us know of any immediate concerns so that they can be addressed sooner rather than later. We have also had an industry virtual hui with the council, membership society, and other providers to discuss an unified approach to Covid-19 for the profession. We are meeting again in May.

The ITPs teaching sport continue to regularly connect. We are in discussions about supporting each other during ROVE as well as Covid-19. Next meeting scheduled for May

There was a half-day virtual Youth Development hui. Katie Bruffy, Jayne Mercier, and Heather Stonyer attend on behalf of Unitec. It was originally intended to focus on education, however, the focus shifted in response to Covid-19.

Affected Performance Consideration

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, in our last PAQC 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

Grades

Statistical summary of previous semester grade ratification including resolution of previous outstanding grades

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

Statistical summary of Completions including Graduation confirmation and any requests for correction of errors

March 2020 Graduation- applications below

Qualification	Number of March 2020 Graduand	Application declined	Total Application
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

Moderation Planning for each cycle is complete

Summary of progress of Moderation from last cycle (2019)

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

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

- *there is little information in the folders for 2019 at the moment (moderation did happen, but programme/ lecturer saves this information in other locations)*
- *also with 1192 info (Sports) 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. We will aim to update folders retrospectively.

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

Most of the programmes have been working on trying to update their trackers for 2020-2021.

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

Summary of 2019 response rates for all programmes

Programmes have Individual smart goal trying to improve response rates.

2019- Semester 1

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)

Deployed and underway for new cycle

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		

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

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

IAC (Industry Advisory Committee) scheduled - Reported via School's BA Engagement outcomes plan in place – Reported by APMs/Chair/HoS

2019 update below as per November 2019 PAQC minutes.

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