
To	Te Poari Whai Kounga Quality Alignment Board	From	[Matthew Bradley & Sue Wake] [LAND - PAQC]
Title	PAQC Quarterly Report for Jan-March	Date	2020 / 04/ 04

Overview

This PAQC first convened this year on 20 February 2020 with two co-chairs and several new members. There have been no other meetings since this due to the Level 4 Covid-19 shutdown of the institution. PEPs were approved via Chair's Action after discussions with staff. This report is the first of its kind and covers the first quarter of the current academic year

General Committee Health Check

What is going well?

The membership has been streamlined to be chairs, DLs, BAM, Admin and student reps. Hopefully this will ensure that quorums are readily met and robust discussions can be the norm. There is also a member from another discipline so best practice across the institution can be shared.

What improvements can be made?

Online or zoom meetings should be used more often specially during these uncertain times. Members are also familiar with this medium because of online teaching so this should be practised more.

Improvements could be made to the way documents are assembled for the meetings – currently the agenda has embedded docs that can't be opened by committee members with Apple laptops. A better system is needed.

What support is needed (actions required)?

There needs to be some guidance from TKK on how the PAQC Committee should best engage with the Risk registers and the level of ongoing reporting on this expected in PAQC minutes.

Progress against 3 (max.) key actions

1. *A member from another discipline has yet to be selected as an additional member of the PAQC .*
2. *The BLA PEP was reviewed and submitted to QAB in this quarterly period. MLA/MARCH and NZCLD & NZDI5 PEPs have been completed and sent to QAB but were not reviewed by PAQC prior to submission to QAB. NZDL and the expired DID PEP's are being currently completed and will be ready for submission to QAB before the June deadline to NZQA.*
3. *Initial discussion on the preparation of the PAQC work plan for the year, but this will be a focus of the next PAQC.*

Priorities (3-5) for cycle

Considering the current COVID-19 circumstances, the priorities of the school, which PAQC supports, includes:

1. Export current courses into remote format
2. Support academic staff and students in this new teaching platform
3. Explore on-campus options for courses that cannot be taught fully online

Risk management

The risk registers for all Programmes covered by this PAQC have been completed but were not part of the Agenda at the last PAQC in February so the updated Risk register will be included in the Agenda for the next PAQC.

Quality Reporting

Programme Evaluation (PEP)

The BLA PEP was the only Programme which was self-evaluated in the Feb PAQC and the members overall rating for this report was "Good", The TKK feedback has now come back and concurs with this rating also of "Good".

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

The major themes across all the Landscape and interior design programmes will be discussed at the next PAQC as the MLA/ MARCH /NZCLD/NZDL/NZDI5/NZDI6 PEPs will be reviewed and the Action plans for these are included into the PAQC Agenda moving forward.

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

Degree Monitoring

We have yet to receive the reports from 2019 monitors

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.

Summary Information & Compliance Overview

Grades

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

Programme	Term	# Of Courses	# Of students	Comments
BLA	1194	19	84	Complete
MLA	1194	1	12	Complete
NZCLD	1194	2	19	Complete
NZDL	1194	3	12	Complete

NZDI5	1194	4	46	Complete
DID	1194	4	33	Complete

Completions

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

Programme	Status	1194
BLA	Completed and Graduated	16
	Completed but not Graduated	0
	TOTAL Completed	16
MLA	Completed and Graduated	2
	Completed but not Graduated	0
	TOTAL Completed	2
NZCLD	Completed and Graduated	4
	Completed but not Graduated	0
	TOTAL Completed	4
NZDL	Completed and Graduated	6
	Completed but not Graduated	0
	TOTAL Completed	6
NZDI5	Completed and Graduated	19
	Completed but not Graduated	0
	TOTAL Completed	19
DID	Completed and Graduated	19
	Completed but not Graduated	0
	TOTAL Completed	19

*CACRs for the BLA, MLA, NZCLD, NZDL, NZDI5 and DID programmes appear as Appendix 1
Complete List of Graduands appear as Appendix 2*

Moderation

Moderation Planning for the cycle is complete

Planned (# of Courses)					
Programme	Term	Internal Pre-event	Internal Post-event	Ext Mod	Comments
BLA	1202	19	19		
	1204				
MLA	1202	1	1		
	1204	1	1		
NZCLD	1202	4	4		
	1204				
NZDL	1202	5	5		

	1204				
NZDI5	1202	4	4		Ext Mod conducted in term 1194
	1204	4	4		
NZDI6	1202	4	4		
	1204	4	4		

Moderation Plan/Tracker for 2020 – 2022 BLA, MLA, NZCLD, NZDL, NZDI5, NZDI 6 programmes appear as Appendix 3

MOU/Contracts in place for External Moderation – c/o BAs

Summary of issues/or simply progress of External Moderation from last cycle

Programme	Term	Pre-event internal moderation	Post-event internal moderation	External moderation	Courses Ext moderated
BLA	1184	100%	100%		
	1192	100%	100%		
	1194	100%	100%		
MLA	1184	100%	100%		
	1192	100%	100%		
	1194	100%	100%		
NZCLD	1184	100%	100%		
	1192	100%	100%		
	1194	100%	100%		
NZDL	1184	100%	100%		
	1192	100%	100%		
	1194	100%	100%		
NZDI5	1184	100%	100%		
	1192	100%	100%		
	1194	100%	100%	100%	CIAR5500, CIAR5501, CIAR5503, CIAR5504, CIAR5505, CIAR5506, CIAR5507
DID	1184	100%	100%		
	1192	100%	100%		
	1194	100%	100%		

Course Evaluations (CEP)

Completed for previous cycle

School	Main Program	Count of Courses for CEP	Count of CEP started	Start Rate
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Architecture	BAS	25	6	24.00%
	BLA	14	1	7.14%
	MARCP	5	2	40.00%
	NZCLD	2		
	NZDI5	4		
	NZDI6	4		
	NZDL	3	1	33.33%

Industry Engagement

An IAC meeting was scheduled for March 31st the day after Lockdown for COVID19 so this has been postponed until July.
