
To	Te Poari Whai Kounga Quality Alignment Board	From	Simon Tries and the Academic Risk Working Group
Title	Academic Risk Report	Date	20 April 2020

Recommendation/s

That Te Poari Whai Kounga:

- Note the approach to managing academic risk agreed by Academic Board;
- Note the work from the first meeting of the Academic Risk Working Group;
- Approve the recommendations made by the Academic Risk Working Group:
 - o That the Programme Risk Registers be updated next in the week 27 April – 1 May; and
 - o That each Programme Risk Register be updated in the 1st week of each month from June
- Discuss the findings from the first thematic review of the Programme level risk registers; the *“April 2020 Academic Risk Summary”*

Purpose

The purpose of this memorandum is to:

- provide QAB with an update on recent decisions by Academic Board on how Academic Risk will be managed;
- provide the first thematic report on programme level academic risk
- outline next steps and requirements to support managing academic risk

Academic Board Decisions

At its meeting on 8 April, Academic Board agreed to implement the process outlined in Appendix 1 for the consideration and management of Academic Risk across Unitec. The memorandum supporting this outcome is also attached for information.

Academic Board also agreed to the formation of the Academic Risk Working Group to:

- Review programme level risks for cross-institute themes and provide recommendations on actions to be taken.
- Undertake quality control measures to ensure that PAQCs are managing risks effectively.
- Consider the likelihood and consequences of institute level academic risks and any actions and controls to be implemented.
- Report on its findings, actions and recommendations on a regular basis.
- Co-opt additional members with specialist skills as required;

The Academic Risk Working Group consists of:

- Lee Baglow, Head of School, Trades and Services
- Simon Tries, Manager, Te Korowai Kahurangi; Chair, Quality Alignment Board
- Sue Emmerson, Team Leader – Academic Programme Managers
- Trude Cameron, Schools Operations Manager
- Rowena Fuluifaga, Manager, Learner and Achievement, Student Success
- Steve Varley, PAQC Chair, Bridgepoint

Academic Risk Working Group (ARWG)

The ARWG met for the first time on 17 April to determine how to most effectively fulfil its role. The ARWG discussed the following:

Review programme level risks for cross-institute themes and provide recommendations on actions to be taken.

- The PowerBI Academic Risk report, which presents the current programme level risks as per each programme risk register, was considered. Discussion took place around what exactly the ARWG should be reporting on. The first report is appended to this memo.
- The group considered the status of programme level risk management across the institute and determined that there were some key actions required to be implemented before specific actions in relation to themed risks could be recommended. These actions include:
 - That the date each risk register is updated be recorded so that the currency of the ratings was apparent.
The evaluation of the different ratings across different programmes and risk areas indicated that significant numbers of programme risk registers reflected the current Level 4 lockdown situation, and a significant number did not.
 - That programme risk registers be required to be updated at regular set time each month to ensure the currency of what was being considered.
 - The addition of a “not applicable” option for the following two risk areas which only apply to specific programmes be implemented:
 - Level 7+ programmes: Quality and quantity of research is insufficient to meet statutory requirements and contribute to student success
 - External requirements not met (i.e., Regulatory/ Professional requirements)
- The group discussed the need for the reports which PAQCs use to oversee risk within their programmes be designed specifically to meet their needs. It was decided that a small group of PAQC chairs would be identified to work with Te Korowai Kahurangi and the ARWG to refine PAQC risk reporting.
- The group also discussed the value of weighting programme risks to provide for a more balanced consideration of the risk areas at the institute level. Three options were presented to the ARWG following its meeting, which will be considered in full at its next hui. Currently, the unweighted risks have the potential to provide a misleading representation of that risk when “rolled up” to institute level.

Undertake quality control measures to ensure that PAQCs are managing risks effectively.

The group discussed how assurance could be gained that PAQCs were effectively managing risks for their programmes. A number of options were briefly considered with the overall conclusion being that the priority was for PAQCs, and PAQC Chairs in particular, to receive training in how to manage academic risk before other approaches to assuring the efficacy of PAQC risk management. The importance of the relationship between the PAQC Chair and the APM was also considered.

Consider the likelihood and consequences of institute level academic risks and any actions and controls to be implemented.

The group had insufficient time to consider institute level academic risks at this meeting and agreed that this would be a focus at the next meeting.

Contributors (to be confirmed)

- Lee Baglow, Head of School, Trades and Services
- Simon Tries, Manager, Te Korowai Kahurangi; Chair, Quality Alignment Board
- Sue Emmerson, Team Leader – Academic Programme Managers
- Trude Cameron, Schools Operations Manager
- Rowena Fuluifaga, Manager, Learner and Achievement, Student Success
- Steve Varley, PAQC Chair, Bridgepoint

Attachments:

- *Memo to Academic Board “Process for managing academic risk” (dated 6 April 2020)*
- *April 2020 Academic Risk Summary*

Appendix 1: Risk Management Process

