



minutes

TE POARI WHAI KOUNGA | QUALITY ALIGNMENT BOARD

Part 1 – Zoom Meeting

Date: **2020-04-22**
 Scheduled: 0830h – 1030h
 Actual: **0834h – 1003h**
 Focal Location:

<https://zoom.us/j/93871010233>

Note: Meeting Items were covered under Part 1 – Zoom Meeting, unless specifically noted as being completed in Part 2 – E-meeting Extension.

Part 2 – E-meeting Extension

Duration: **2020-04-23 ~ 2020-05-15**
 Focal Location:

2020-04-09 Voting and Feedback

https://unitecnz-my.sharepoint.com/:f:/g/personal/dweinholz_unitec_ac_nz/EhzbXFi-km9PttDgqDviePUBjlGBDPp2HGnsEPQjj5dO6w?e=rH7ywM

1. Whakatuwheratanga | Opening

1.1. Karakia Timatanga | Opening Prayer

Manawa mai te mauri nuku
 Manawa mai te mauri rangi
 Ko te mauri kai au
 he mauri tipua
 Ka pakaru mai te pō
 Tau mai te mauri
 Haumi e, hui e, taiki e!

*Embrace the power of the earth
 Embrace the power of the sky
 The power I have
 Is mystical
 And shatters all darkness
 Cometh the light
 Join it, gather it, it is done!*

1.2. Mihi Whakatau | Welcome Speech

1.2.1. Committee Self-Assessment

Topic: (TBA)

1.2.2. Important Dates

Submissions due by: 2020-05-06

Next meeting schedule for: 2020-05-20

1.2.3. Communications from Academic Board

Noted – Chair's Report covering the meeting of 2020-04-08 yet to be released.

1.2.4. Communications from the Chair of QAB

Noted – Chair's Report submitted to Academic Board 2020-04-08.

1.3. Tae Ā-Tinana | Attendance**Note:** Meeting Item/s 1.3. completed in Part 2 – E-meeting Extension.**Tae ā-tinana | Members Present**

1. **(Chair)** Simon Tries
2. Andrea Thumath
3. Anna Wheeler
4. Antoinette Wessels
5. Arun Deo
6. Chantelle Daniels
7. Daniel Irving
8. Darren Tolmie
9. Diane Fraser
10. Dila Beisembayeva
11. Jake Curran
12. Lian Wu
13. Linda Aumua
14. Lupeti Fihaki
15. Mirjana Bogosanovic
16. Paul Jeurissen

17. Rosemary Dewerse

18. Simon Nash – Dep. 1000h

19. Steve Marshall – Dep. 0859h

20. Steve Varley

21. Te Hau Hona – Arr. 0842h

22. Tracy Chapman

Akutō | Late**Kairiwhi | Proxies****Ngā whakapāha | Apologies**

1. Maura Kempin

2. Aroha Dykes – Family emergency

MOTION

That Te Poari Whai Kouna accept the apologies for the meeting.

VOTES FOR:

1. Andrea Thumath
2. Diane Fraser
3. Antoinette Wessels
4. Simon Tries
5. Anna Wheeler
6. Steve Varley
7. Tracy Chapman
8. Linda Aumua
9. Lian Wu
10. Arun Deo
11. Rosemary Dewerse
12. Aroha Dykes
13. Lupeti Fihaki
14. Jake Curran
15. Chantelle Daniels
16. Dila Beisembayeva
17. Simon Nash
18. Te Hau Hona

VOTES AGAINST:

(None)

MOTION CARRIED

Kōrama | Quorum

A minimum of 13 members was required.
Quorum was achieved and held.

Kore i tae ā-tīnana | Absent

1. Cris De Groot

Hunga mahi | Staff in Attendance

1. **(Secretary)** Daniel Weinholz
2. Sue Crossan
3. Trude Cameron

1.4. Pitopito Kōrero o Ngā Hui | Minutes of the Previous Meeting/s

MOTION

That Te Poari Whai Kouna approve the Minutes of:

- Meeting 2020-03-18

Moved: A Wessels

Seconded: D Fraser

MOTION CARRIED

1.5. Mahia Atu | Matters Arising

(None)

1.6. Committee Management

1.6.1. Attendance Tracker

Noted.

1.6.2. Work Plan

New draft of Work Plans for all committees currently out for consultation with the Chairs.

Based on the current Work Plan, the work items that are overdue, due and due soon include:

1. (March) Summary of PAQC Chair Reports – *Item 4.2.1.*
2. (April) Report on Process and Outcomes from PEP Process – *Item 2.1. (partial)*
3. (April) Student Performance Report – *Yet to receive.*
4. (May) Report on the IER
5. (May) Report on Stakeholder Engagement

1.6.3. Ngā Tautapu Arotake | Actions Items

(See following pages)

Next: *Item 4.2.1. PAQCs*

Committee:
Document:
Updated:

Te Poari Whai Kounga | Quality Alignment Board

Committee Actions Table
2020-04-22 Pre-meeting

		S	M	R	T	A
Source	Action #	Specification	Measure / Progress	Responsibility	Time Target / Closed	Achievement Status
2019-02-28 Item 4.06	Action-013	[Working Group] Affected Performance Consideration (formerly "Special Assessment Circumstances") Monthly verbal updates are to be reported. Memo to be submitted when investigations conclude.	2019-05-02, Item 3.06 Assessment Working Party Update: QAB Members are to email questions and contributions to Trude Cameron. 2019-05-30, Verbal update: Out for consideration and feedback from QAB members. 2019-06-27: The Committee commended the leadership of Trude Cameron with this work. Link to Proposed New SAC Documents folder emailed to Committee Members. 2019-07-25: Some feedback was received. The Committee arrived at consensus postpone full implementation until Semester 1, 2020. Between now and then, the Working Group shall consult and gather feedback, pilot the new SAC process with Summer Semester 2019. Senior Academic QAB members shall be a channel for consultation to the Schools. Feedback response timeframes are TBC. 2019-08-29: Work in progress. Consultation closes 2019-09-30. 2019-09-26: Members encouraged to spread the word to submit feedback. 2019-10-31: Trude Cameron replaced by Sue Crossan. 2019-11-28 (Meeting cancelled): <i>Update TBC - Name of "Special Assessment Circumstances" changed to "Affected Performance Consideration". Confirm wording for name change of Action-013. Pilot over 2019-SS. Pilot evaluation report to 2020-02-19.</i> 2020-02-19: Not enough submissions have yet come in. A report shall be made for the end of Semester 1, 2020; no reports / updates will come before then.	Trude Cameron Sue Crossan Dila Beisembayeva Rowena Fulufifaga Sue Palfreyman	2019-05-02 2020-02-19 2020-07-15	Paused

2019-06-27	Action-025	<p><u>Pre-requisite</u> <u>Enrolment Issues</u>Lead a Working Group to define problem statement relevant to identified pre-requisite issues for programmes that result in high levels of enrolment blocks and VOE requests. Identify impact to schools and prepare communications to ensure clarity for Schools' leadership and proposed solutions plan for Semester 1, 2020.</p>	<p>2019-07-25: Still in progress. Timeframe for delivery is TBC. Commendation was given to Aroha for her related work with the School of Building Construction resulting in VOEs dropping from over 1000 to around 10. 2019-08-29: In progress. Report to come to next meeting. The number of VOEs have reduced. Reasons for system overrides with VOEs tend to be coming from technical issues with the system rather than school / operations issues. 2019-09-26: This work is really part of a much larger project inside Operations, not isolated only to BCONS. It should be closed off as a QAB item. Phase 1 of the project is due to complete by 12 December, after which a report could be presented to QAB. The AAQ team, led by Steve Marshall, have been checking requisites and study plans. This needs to complete before open the Enrolment Cart can open. Although not directly impacting this Action's particular challenge, it is related to how we use the system. IMS is also working with the project team. A number of concerns were raised around the lateness of pre-requisite checks, students who enrol for a full year but then fail a course in first semester, and involvement of SEMs at School Marking Meetings. Members wanting to contribute to Aroha's work (e.g. Mirjana, Dila, Antoinette, et alia) should meet and discuss the issues / opportunities with Aroha as part of the Operations project. 2019-10-31: N/A 2019-11-28 (Meeting cancelled): N/A 2020-02-19: Aroha Lewin has been seconded to a new position. Handover to Chantelle Daniels is still in progress. An update is expected at QAB 2020-03-18. 2020-03-18: Refer to Item 4.3.1. Update received. Next progress update expected 2020-04-22. 2020-04-22: No update due to shift in priorities resulting from Covid-19 circumstances.</p>	<p>Aroha Lewin Chantelle Daniels Steve Marshall IMS Team</p>	<p>2020-02-19 2020-03-18</p>	Active
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2020-03-18 Item 5.2.1.	Action-026	<p><u>Multiple Reenrolments into a Single Course</u></p> <p>Work with relevant others to investigate, create a problem statement and report back to the QAB 2020-04-22 with recommendations for further action.</p>	<p>2020-03-18: A concern was raised about an ongoing unresolved issue whereby students are able to re-enrol into the same course multiple times. This results in the achievement of the same course, along with its course credits, appearing multiple times on students' transcripts. So, for example, a student may have graduated from a 360-credit degree, but 45 of those credits may have come from a single 15-credit course taken three times. The related operational processes cross between departments and a solution has never been implemented.</p> <p>2020-04-22: No updates due to urgent priorities related to COVID-19 Lockdown response.</p>	<p>Dila Beisembayeva</p> <p>Steve Marshall</p>	TBC	New
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Next item # Action-027

DRAFT

2. Mea Hei Whakaae | Items to Approve

2.1. Programme Evaluation & Planning (PEP) Process Analysis for End-of-Year 2019

Presenter: Rosemary Dewerse

PowerBI licences for all academic staff are in the process of being activated.

Readers of the report are to take note that it represents an evaluation of the PEP Process and not the PEP Reports *per se*. Te Puna Ako and Te Korowai Kahurangi collaborated on the evaluation of the PEP Reports.

Concern #1 – Evaluative and Reporting Capability

Great work done by Programme Teams is often not apparent in the PEP Reports. A need exists to work with Programme Teams in how to undertake the following activities better.

- Prepare for the PEP Workshops
- Engage in evaluative conversations
- Take notes of the conversations, and produce a highly effective PEP Report

Āta-kōrero Process has only been active for one year. Although it has identified areas for improvement, it has already resulted in significant improvement in the value of conversations had within the Programme Teams.

Heads of School are in discussion about how best to share the outcomes of the evaluation of the PEPs, including which PEP Reports need further review and support. The better PEP Reports shall be left untouched.

Concern #2 – Effect of Lockdown on 2020 Interim PEP Reporting

Lockdown has significantly impacted and re-prioritised the workload of Programme Teams. Heads of School would like to propose that not all Programme Teams be required to produce 2020 Interim PEP Reports. Rather, programmes which have been selected for IER / EER could undertake the Interim PEP process. The Heads of School need a response from QAB on this proposal.

Discussion

The main motivations to conduct the 2020 Interim PEP Process are as follows.

1. Evaluate the outcomes of Semester 1, 2020
2. Consider specific areas of concern
3. Demonstrate tracking of actions related to capability in self-assessment

Maybe Interim PEPs do not need to be compulsory. However, they are very useful and valuable. Te Korowai Kahurangi is working toward building a tool which enables the content of Course Evaluation and Planning to flow directly into the Programme Evaluation and Planning.

Recommendations

The members discussed each of the recommendations at the end of the Report.

#	Recommendation	QAB Response
1	Once PowerBI licences have been purchased, require all fixed-term and permanent academic staff to go through the training workshops run by TKKInsights in how to use and interrogate the Dashboards, to improve resourcing for evaluative conversation and reporting.	Further communications are due to be released tomorrow. Programmes which have been selected for IER have been prioritised for training. For further information, contact tkkinsights@unitec.ac.nz .
2	Determine an agreed means for booking workshops that connects with all staff. Wufoo?	This is an administrative matter and shall be acted on.
3	Unitec encourage Āta-kōrero as a common practice of programme teams such that conversation can therefore be focused and summative for the facilitated PEP process – draw from the video resources created for Āta-kōrero facilitation training to empower this.	Support for this recommendation to be a requirement was expressed.
4	Ensure a DG email list exists for Programme Coordinators and Discipline Leaders for including them in all future communication about Āta-kōrero and resourcing for the PEP process.	Supported.
5	Create explicit guidance relating to the collection and retention of key data/evidence to inform evaluative practice.	Work is in progress.
6	Offer training for Āta-kōrero notetakers and PEP report writers in evaluative commentary.	Work is in progress.
7	Offer training to PAQC chairs in evaluative review from the governance perspective for PEPs and consider a means for PEPs to be reviewed by PAQCs not containing members of the programme teams concerned.	Work is in progress.
8	QAB re-consider the timing of the Āta-kōrero season (currently mid-year and end-of-year) and propose a strategy for ensuring more facilitators are trained.	The undertaking of the 2020 Interim PEPs should support preparation for IER. ACTION → A memo is expected to QAB 2020-05-20 regarding this approach.
9	Te Korowai Kahurangi and Te Puna Ako, with the Kaihautū, develop ratings for Programme Evaluation and Planning in 2021 grounded in Te Noho Kotahitanga and based on Te Hono o Te Kahurangi. Redevelop the PEP template to match, which will also address the challenge of better weaving Te Noho Kotahitanga	No decision was made. More detail of the scaffolding plan is needed.

	through our Āta-kōrero: Evaluative Conversations.	
10	In the wake of that work, consider offering a scaffolded template for the next PEP to walk writers through reporting expectations.	The words “In the wake of that work” should be removed. It was agreed that report writers need more scaffolding.
11	Continue the Mahi Kotahitanga of Te Korowai Kahurangi and Te Puna Ako in providing PEP Analysis, factoring this into workload.	Supported, if both Te Puna Ako and Te Korowai Kahurangi agree that it is feasible.
12	Affirm the decision made by the Heads of Schools regarding reviewing the 2019 End of Year PEP reports.	All End-of-Year PEP Reports <i>for degree and postgraduate programmes</i> get sent to NZQA. The HOSs and the EER Steering Committee should work on any further matters regarding this recommendation.
13	QAB discuss and confirm the process for the 2020 Interim PEPs and End of Year PEPs given that any preparation for resourcing this needs two-three months to put in place.	(No detailed discussion, but approved within the Motion.)

Commendation

The committee commended the following people and teams for their valuable work.

- Rosemary Dewerse
- Te Puna Ako
- Te Korowai Kahurangi
- Programme Teams within the Schools

MOTION

That Te Poari Whai Kōunga approve the thirteen Recommendations contained at the end of the Report, in the context of the discussion of Quality Alignment Board 2020-04-22.

Moved: D Beisembayeva
Seconded: L Aumua

MOTION CARRIED

2.2. Managing Academic Risk

Presenter: Simon Tries

It was difficult to gain assurance of the currency of some risks. Some referred to Covid-19 / Lockdown, but others did not.

Proposals for improvement include:

- Including a time-stamp of when updates are made
- Requiring that the Registers be updated at the start of each month

Discussion

The following points were noted.

- Risk type need to include an option of “Not Applicable”.
- Risks need a weighting system. Unitec governance does not have a balanced view of risk across the institute. Te Korowai Kahurangi Data Analysts are working to develop such a weighting system.
- PAQCs have not yet had substantial training on how to govern risk yet.
- The risk register system could need a “self-check” part in which an impartial person conducts a review. On the other hand, the system already ensures that the risks are reviewed at various levels of the institute.
- The design and implementation of the system shall develop further over time. Development and progress is happening as fast as possible.

MOTION

That Te Poari Whai Kounga:

1. Note the approach to managing academic risk agreed by Academic Board.
2. Note the work from the first meeting of the Academic Risk Working Group.
3. Approve the recommendations made by the Academic Risk Working Group:
 - a. That the Programme Risk Registers be updated next in the week 27 April – 1 May.
 - b. That each Programme Risk Register be updated in the 1st week of each month from June.

Moved: S Nash

Seconded: L Aumua

MOTION CARRIED

Next: Item 5.3. Karakia Whakamutunga

3. Mea Hei Kōrero | Items to Discuss

Note: Meeting Item/s 3.1. ~ 3.2. completed in Part 2 – E-meeting Extension.

3.1. Academic Quality Action Plan (AQAP) Updates

Source: Academic Board 2020-04-08, Item 4.1.9.

Presenter: Simon Nash (Executive Director, Ako)

A question was raised (below). A verbal update shall be provided to the Quality Alignment Board 2020-05-20.

- What steps need to be taken to progress these actions?
 1. Academic Board oversight - REC6a & REC4a
 2. Student Support and Completion – REC3b & 5e
 3. Review of Plumbing and Gasfitting – all actions
 4. Review of School of Business – REC12c

3.2. NZIST and Academic Governance

Presenter: Simon Nash (Chair, Academic Board)

The memo was noted.

4. Ngā Tukunga | Items to Receive

Note: Meeting Item/s 4.1.1. ~ 4.1.4. completed in Part 2 – E-meeting Extension.

4.1. Strategic Reports

4.1.1. Māori

Source: Academic Board, 2020-04-08

Author: Toni Rewiri (Director, Māori Success)

Presenter: Te Hau Hona

4.1.2. Pacific

Source: Academic Board, 2020-04-08

Author: Falaniko Tominiko (Director, Pacific Success)

Presenter: Lupeti Fihaki

4.1.3. International

Source: Academic Board, 2020-04-08

Presenter: Tracy Chapman (Director, International Success)

4.1.4. Under-25s

Source: Academic Board, 2020-04-08

Presenter: Andrea Thumath

MOTION

That Te Poari Whai Kounga receive the report/s for:

1. Māori
2. Pacific
3. International
4. Under-25s

VOTES FOR:

1. Andrea Thumath
2. Diane Fraser
3. Antoinette Wessels
4. Simon Tries
5. Anna Wheeler
6. Tracy Chapman
7. Steve Varley
8. Linda Aumua
9. Lian Wu
10. Arun Deo
11. Rosemary Dewerse
12. Aroha Dykes
13. Lupeti Fihaki
14. Jake Curran
15. Chantelle Daniels
16. Dila Beisembayeva
17. Simon Nash
18. Te Hau Hona

VOTES AGAINST:

(None)

MOTION CARRIED

4.2. Oversight Reporting

4.2.1. Te Komiti o ngā Hotaka | Programme Academic Quality Committees (PAQCs)

Presenter: Steve Marshall

The system of Quarterly Reporting has had a disrupted start. Some training and guidance had been given, but then Lockdown was announced and impacted work priorities across the institute. A number of reports for 2020-Q1 will come in late, including revised report/s from Chair/s who initially submitted an incomplete report on time, but wish to submit a fully complete report.

Discussion

- Points of escalation to QAB are now featured in the Reports.
- Consideration is needed as to whether Postgraduate activities and *I See Me* initiatives need to be reported on through these Reports.
- PAQC Chairs are suffering work fatigue. Compliance with Quarterly Reporting is critical under BAU circumstances, but under the effects of Lockdown it could seem too much. The institute has entered a new realm of delivery. There was some concern that if QAB continues to go back to staff for retrospective compliance which may not benefit the new modes of delivery, then it simply adds more anxiety and fatigue with little benefit or impact on the workload in the new circumstances.
- Priority Group Directors should have access to PowerBI and the School Action Plan. They can monitor progress through these avenues. If they don't have access, they can contact the Power BI or School teams as applicable.
- Staff are also reporting through the Course Evaluation and Planning system.
- The Reports should focus on self-evaluation, driven by the Priority Group Directors and the Programme Teams.

The Chair summarized that:

- Priority Group Directors should have access to monitor progress through PowerBI and the School Action Plans.
- Reporting of progress and activities is currently happening through multiple channels.
- Excessive compliance requirements need to be avoided due to the effect of Lockdown.
- These Reports represent only the first round of Quarterly Reporting. We should let the system settle before making any further changes to the requirements.

Recommendations to QAB

The committee accepted both of the listed recommendations from the PAQC Report Summary. (The recommendations are listed in full in the memo, and only summarised here.)

Recommendation 1 – That the Affected Performance Consideration (APC) Student Evidence Form include and require a specific place for a General Practice doctor to affix their stamp.

- QAB Response: Agreement to endorse the recommendation
- ACTION → Specific details of how this endorsement should be implemented are to be confirmed.

Recommendation 2 – That further support go to Medical Imaging staff toward their embedding of Mātauranga Māori.

- QAB Response: Agreement to endorse the recommendation.
- ACTION → Simon Tries (Chair, QAB) to engage with Te Puna Ako and relevant Kaihautū in order to garner focused support for Medical Imaging staff to embed Mātauranga Māori.

Escalations to QAB

For this round of Reports, Simon Tries (Chair, QAB) will raise the escalated concerns with Facilities Management and other parties. Future handling of escalations shall have more thorough review before action by the Chair; however, for this round, there is simply too many other items of work happening. The points of escalation noted in the memo relate to the following.

1. Medical Imaging – More computer labs needed at Waitākere, even if only temporarily.
2. Design and Contemporary Arts – Specialist facilities and technical workshops need more solid timelines for decision making of what will be allocated and when.

ACTION → Simon Tries (Chair, QAB) to represent the two escalations raised under QAB 2020-04-22 to Facilities Management and other relevant parties.

Next Steps

The due date for Late Reports will be in two weeks, i.e. by COB 2020-05-06.

MOTION

That Te Poari Whai Kounga:

- Accept the Quarterly PAQC Chair Reports
- Receive the PAQC Summary Report
- Endorse the Recommendation/s (two) for further action, as discussed.
- Endorse the Escalations (two) for further actions, as discussed.
- Endorse the due date of 2020-05-06 for all Late PAQC Chair Reports to be submitted

Moved: L Fihaki

Seconded: L Wu

MOTION CARRIED

Next: Item 2.1. Programme Evaluation & Planning (PEP) Process Analysis for End-of-Year 2019

Note: Meeting Item/s 4.2.2. ~ 4.2.3. completed in Part 2 – E-meeting Extension.

4.2.2. Degree Monitoring

Author: Jackie Tims
 Presenter: Steve Marshall

4.2.3. Consistency Reviews

Author: Jackie Tims
 Presenter: Steve Marshall

MOTION

That Te Poari Whai Kounga receive the report/s on:

- Degree Monitoring
- Consistency Reviews

VOTES FOR:

1. Andrea Thumath
2. Diane Fraser
3. Antoinette Wessels
4. Simon Tries
5. Anna Wheeler
6. Tracy Chapman
7. Steve Varley
8. Linda Aumua
9. Lian Wu
10. Arun Deo
11. Rosemary Dewerse
12. Aroha Dykes
13. Lupeti Fihaki
14. Jake Curran
15. Chantelle Daniels
16. Dila Beisembayeva
17. Simon Nash
18. Te Hau Hona

VOTES AGAINST:

(None)

MOTION CARRIED

4.3. Ētahi Atu Rīpoata | Any Other Reports

(None)

5. Kupu Whakamutunga | Closing

5.1. Ētahi Kaupapa Anō | Any Other Business (AOB)

(None)

5.2. Committee Self-Assessment

(None)

5.3. Karakia Whakamutunga | Closing Prayer

Ka wehe atu tātou
I raro i te rangimārie
Te harikoa

Me te manawanui

Haumi ē! Hui ē! Taiki ē!

We are departing

Peacefully

Joyfully

And resolute

We are united, progressing forward!